ACADEMIC CATALOG
2015 – 2017

CONCORDIA COLLEGE ALABAMA (CCA)
Selma, Alabama

Academic Catalog 2014-2015

Concordia College Alabama
1712 Broad Street
Selma, Alabama 36701
(334) 874-5700

LICENSURE

CCA is licensed and approved by the State Department of Education under Title 16-46-1 through 10, Code of Alabama, Act No. 80-272.

ACCREDITATION

CCA is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Associate of Arts degree and the Bachelor of Science degree.

CHANGES

The contents of this Catalog represent the most current information available at the time of publication. However, during the period of time covered by this Catalog, the College reserves the right to make necessary changes with respect to this information without prior notice. Students can be provided with information on changes by contacting the Office of the Vice President for Academic Affairs.

STATEMENT OF EQUAL OPPORTUNITY

CCA is in compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the regulations issued there under to the end that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. For further information, contact the Vice President for Academic Affairs.

CCA complies with the provisions of the Family Educational and Privacy Act of 1974 (HEW Rules and Regulations, Title 45, Section A, Part 99 of Section 438 of Federal Law 93-380, Buckley Amendment).

CCA is committed to providing equal educational opportunities for individuals with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Requests for reasonable accommodations should be directed to the 504 Coordinator 334-874-5700.

TABLE OF CONTENTS

	Page
GENERAL INFORMATION	
A History of Concordia College Alabama (CCA)	4
Presidents of CCA	5
Concordia University System	5
Our Mission & Vision	6
Institutional Goals	6
Campus Map	8
Location, Buildings, & Facilities	9
FINANCIAL INFORMATION	
Tuition & Fees	12
Methods & Payments	12
Refunds	12
Student Financial Aid Program	13
Scholarships	13
Grants & Employment Opportunities	15
Satisfactory Academic Progress (SAP)	17
SAP Minimum Standards	18
Satisfactory Course Completion	18
Transfers & Change of Majors	18
Financial Aid Termination	19
Appeal Process	19
SAP Probation	20
Reinstatement of Financial Aid	20
SAP & Conduct for Veterans Benefits	20
Statement of Registration Compliance	21
ADMISSION REGULATIONS	
Admission Procedures	22
Admission Requirements	22
Transfer Students	23
General Education Development (GED) Test	24
Home School	24
Articulation Agreement	24
Special Students	25
International Students	25
International Baccalaureate Course	25
Transient Students	25
Credit by Examination	25
Quick Re-entry	26
Readmission Procedures	26
Academic Renewal	26
Readmission after Academic Suspension	27
Readmission after Disciplinary Suspension	28
Athletic Suspension	28
Registration	28

ACADEMIC INFORMATION & REGULATIONS
- Student Records 29
- Classification of Students 30
- Class Attendance Policy 30
- Grading Policies & Procedures 31
- Major 32
- An Area of Concentration or Emphasis 32
- Satisfactory Academic Progress & Performance 32
- Satisfactory Academic Progress & Performance Schedule 33
- Academic Warning, Probation, & Suspension 33
- Academic Bankruptcy or "Forgiveness" Policy 33
- Academic Misconduct 34
- Class Size 34
- Withdrawal from a Course 34
- Withdrawal from the Institution 35
- Administrative Withdrawal 35
- Final Examinations 36
- Evaluation of Credits 36
- Academic Honors 36
- Academic Records 36
- Degrees Offered 36
- General Education Requirements 37
- Application for Graduation 38
- Graduation Requirements 38
- Associate of Arts (AA)Degrees 39
- AA Degree with a Concentration in General Studies Requirements 39
- AA Degree with a Concentration in Child Development Requirements 40
- AA Degree with a Concentration in Applied Management 41
- Bachelor of Science in Business Administration Degree 42
- Bachelor of Science in Education Degrees 50
- Lutheran Teacher Diploma Requirements 52
- Bachelor of Science in ECE/Pre-School Education 52
- Bachelor of Science in Social and Behavioral Science 58
- Bachelor of Science in Criminal Justice 61

COURSE DESCRIPTIONS 64

FACULTY & STAFF LISTINGS 96

GENERAL INFORMATION

A History of Concordia College

Concordia College Alabama (CCA) has grown much from its humble beginnings in 1922 as Alabama Luther College. Today, Concordia boasts a student body representing a diversity of geographic, ethnic, and socioeconomic backgrounds, as well as the distinctive status as the nation's only Lutheran Historically Black College or University (HBCU).

CCA' s beginning has its root in the desire of a woman named Rosa Young to provide good Christian education to the rural African Americans of central Alabama. Through her tireless efforts, her school in Wilcox County which began with seven students had grown to 215 in just three terms. In 1914, however, the Mexican boll weevil devastated the cotton industry and economy in the area, and many of the parents were then unable to continue sending their children to Young's school. In desperation to find financial help, Rosa Young wrote to the famed founder of the Tuskegee Institute, Booker T. Washington. About their correspondence, Rosa Young said, "In this letter he told me he was unable to help me in the least; but he would advise me to write to the Board of Colored Missions of the Lutheran Church. He said they were doing more for the colored race than any other denomination he knew of. He liked them because of the religious training which they were giving the colored people." By the end of 1915, Young had followed Washington's advice and written to the Lutheran Synodical Conference of North America for help.

The Lutheran Church—Missouri Synod, a member of the Lutheran Synodical Conference, responded favorably to Young's letter and sent the Rev. Nils J. Bakke to assess the situation and report back. Reverend Bakke arrived on December 17, 1915 and on December 21, he returned to St. Louis, MO with his report. Bakke's report was a plea for assistance in establishing a mission to the area. In January 1916, Bakke returned to Alabama, and by Easter 1916, had performed a total of 61 baptisms and 70 confirmations in Rosebud, including that of Rosa Young herself. Within just a few years there were almost 30 new congregations, and plans were begun for a school. A conference held in Midway, near Miller's Ferry in 1919 adopted a resolution petitioning the Synodical Conference for funds to begin a school for the purpose of training church workers. On November 13, 1922, in a rented cottage at 521 First Avenue, the first classes of Rosa Young's new school were held in Selma. As the student body continued to grow, the need for space became more pressing. On September 20, 1925, the first buildings on the present campus were dedicated to the glory of God. The next year, four women made up the school's first graduating class.

Under God's watchful eye, Alabama Luther College survived the Great Depression, but it had lost its college and been renamed Alabama Lutheran Academy. It was not long though before the necessity of bringing a college education to African Americans was again realized, and a program of modernization was initiated which resulted in the formation of Alabama Lutheran Academy and College. On July 1, 1981, the name of the Alabama Lutheran Academy and College was officially changed to Concordia College. Two years later, Concordia received accreditation as an associate-degree granting institution by the Southern Association of Colleges and Schools (SACS). In 1994, SACS granted Concordia accreditation as a baccalaureate-degree granting institution. Concordia continued to grow as a four-year institution, and in 2010 acquired the property of the United Methodist Children's Home, and expanded the size of the campus from 22 acres to 57, as well as

adding additional housing and historic buildings. Shortly thereafter the college became Concordia College Alabama.

In her valedictorian speech during her graduation from Payne University in 1909, Rosa Young stressed the obligation of service when she wrote, "'He that is greatest among you shall be your servant,' is the language of the Great Teacher. To serve is regarded as a divine privilege as well as a duty by every right-minded man." Today, Concordia College Alabama continues in those words as it seeks to prepare students through Christ-centered education for lives of responsible service to the church, community, and the world.

Presidents of Concordia College

Rev. Robert O. L. Lynn	1922-1932
Rev. Edward A. Westcott, Sr.	1934-1945
Rev. Dr. Walter Ellwanger	1945-1963
Prof. Varnes J. Stringer	1964-1966 (Acting President)
Rev. Dr. Paul Elbrecht	1966-1970
Rev. Dr. Peter R. Hunt	1970-1971 (Acting President)
Dr. Willis L. Wright	1971-1980
Rev. Dr. Julius Jenkins	1980-2007
Rev. Dr. McNair Ramsey	2007-2010 (Interim President)
Rev. Dr. Tilahun M. Mendedo	2010-present

The Concordia University System

Concordia College Alabama (CCA) is one of ten colleges and universities of the Concordia University System (CUS) of the Lutheran Church—Missouri Synod. The colleges and universities of CUS are dedicated to the Gospel of Jesus Christ and to preparing students for lives of meaning and service. They provide a Christ-centered environment for students to develop in value-based communities of learning.

Concordia University, Ann Arbor, Michigan
Concordia University, Austin, Texas
Concordia College, Bronxville, New York
Concordia University, Chicago, Illinois
Concordia University, Irvine, California
Concordia University, Mequon, Wisconsin
Concordia University, Portland, Oregon
Concordia University, Saint Paul, Minnesota
Concordia College Alabama, Selma, Alabama
Concordia University, Seward, Nebraska

Our Mission & Vision

Concordia College Alabama (CCA) prepares students through a Christ-centered education for lives of responsible service in the church, the community and the world.

Concordia College Alabama (CCA) will be a diverse, global institution of excellence, and a leader in developing intellectual, spiritual and moral leaders of Christ-centered justice.

CCA is committed to the premise that a Christian education is essential for the total development of the potential of each individual and that instruction must begin at the student's level of skills and ability. Therefore, the Christian faith is reflected in its academic programs and services, both developmental and regular college level, as well as in its student life services and activities.

All disciplines in the traditional liberal arts curriculum provide the conceptual framework necessary for analysis and problem solving in society while the fine arts enlighten and enrich the human spirit. Our academic programs are supported by the latest technology and learning resources. CCA's faculty is sensitive and responsive to the academic needs of each student and the College is committed to educating students for responsible and effective service to God and fellowman.

CCA fosters a community in which the Christian values of group living are emphasized. The college provides special activities and programs that promote the development of social concern and sensitivity toward the dignity and worth of each individual. These activities and programs help students acquire attitudes and skills essential for self-understanding, leadership, and cooperation with others. Our Christian campus atmosphere is also supported by such activities as chapel worship, Bible study, dormitory devotions, intercollegiate and intramural athletics, and participation in various organizations and clubs.

Institutional Goals

1. To provide an environment which helps students grow in Christian faith;

2. To evaluate, develop, and improve the administrative structure and operating procedures and tools of the college;

3. To provide an environment which fosters creativity, inquiry and critical thinking;

4. To provide effective learning experiences for students with differing needs, abilities, interests, goals, and ages so that they may receive both a general education as well as specific, in-depth knowledge in a chosen area of study;

5. To provide an opportunity for total student development through a program of student support services designed to complement the academic program by creating and maintaining a spiritual, cultural and social environment conducive to student life;

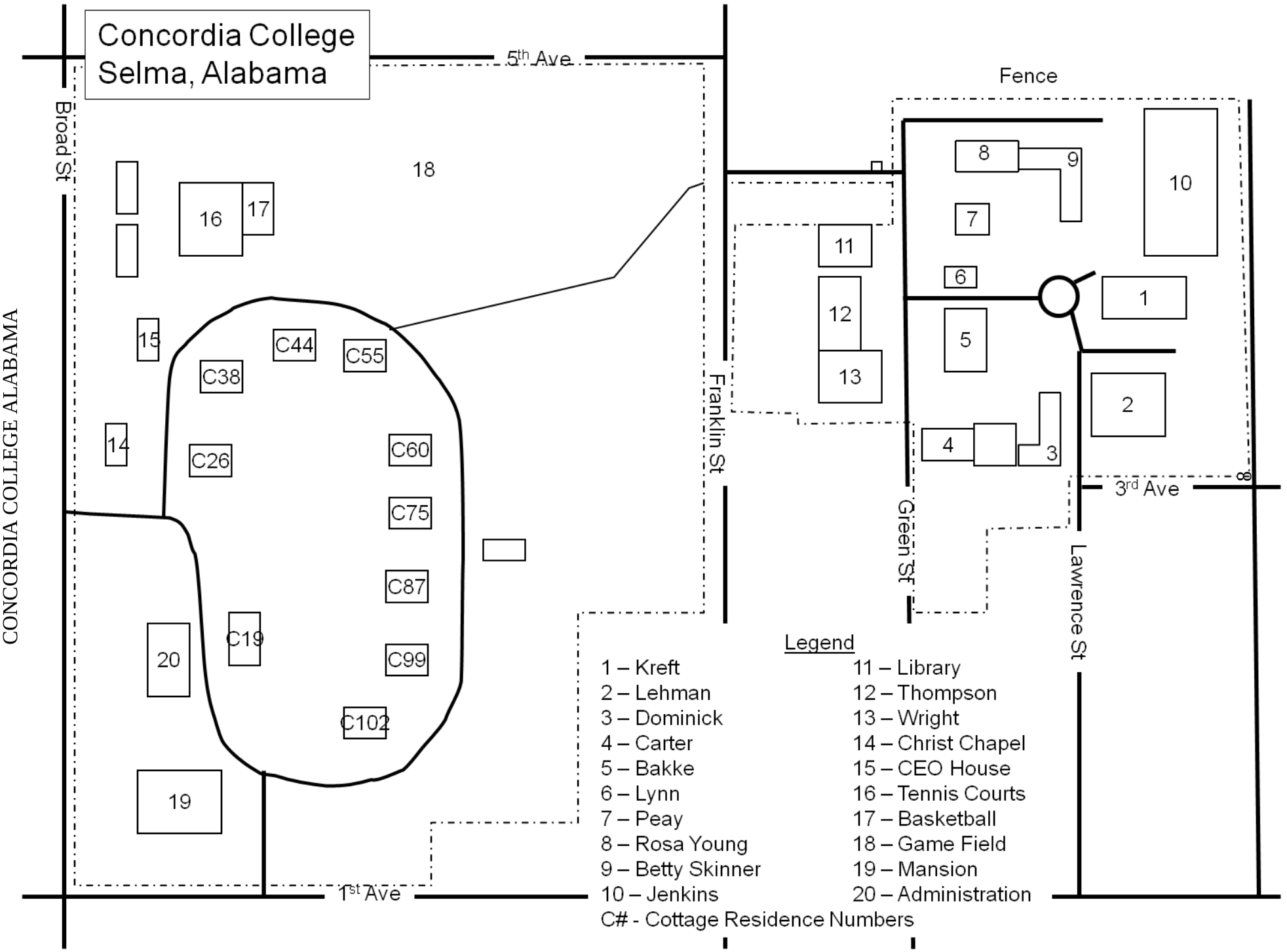
6. To continue to improve the quality of education by providing instructional and learning resources, support and facilities that strengthen academic programs and promote an environment conducive to the development of competence in personnel and pride in the institution

7. To provide both associate and baccalaureate programs which prepare students for further study or the job market;

8. To provide programs, activities and services (credit and non-credit courses) designed to meet the needs of constituent communities;

9. To continue to advance the institution through improved public relations, increased enrollment, and increased support from alumni, corporations, foundations, government and friends; and

10. To maintain a system of planning, budgeting, and evaluation designed to improve the efficiency and effectiveness in the utilization of available resources


Concordia College
Selma, Alabama
CONCORDIA COLLEGE ALABAMA
Broad St
5th Ave
Fence
Franklin St
Green St
Lawrence St
3rd Ave
1st Ave
18
16
17
15
C44
C55
C38
14
C26
C60
C75
C87
20
C19
C99
C102
19
8
9
10
7
11
6
12
1
5
13
2
4
3
Legend
1 – Kreft
2 – Lehman
3 – Dominick
4 – Carter
5 – Bakke
6 – Lynn
7 – Peay
8 – Rosa Young
9 – Betty Skinner
10 – Jenkins
11 – Library
12 – Thompson
13 – Wright
14 – Christ Chapel
15 – CEO House
16 – Tennis Courts
17 – Basketball
18 – Game Field
19 – Mansion
20 – Administration
C# - Cottage Residence Numbers

Location

Concordia College Alabama (CCA) is located on a 57-acre site in the northeastern section of Selma, approximately four blocks from Highway 80. Selma, the county seat of Dallas County, is about 50 miles west of Montgomery, and has a population of approximately 20,000.

Buildings and Facilities

The campus of CCA was expanded across Franklin Street with the acquisition of The United Methodist Children's Home property in 2010. Since that purchase, CCA has experienced exponential growth while undertaking massive renovation and building projects in an effort to better connect the two campuses. The following buildings are those which are currently open and available for use by students, staff, and faculty. The numbers in parentheses correspond to the numbers associated with the campus map on the previous page:

Administration Building, built 1955 (20)

- Office of Admissions
- Office of Development
- Office of Financial Aid
- Office of the President

Nils J. Bakke Hall, dedicated 1925 (5)

- Campus Chapel
- Classrooms
- STAARS program.

Christ Chapel, built 1955, dedicated 2011 (14)

- Main Campus Chapel
- Pastoral Counseling Rooms

Walter H. Ellwanger & Peter R. Hunt Learning Resource Center, dedicated 1980 (11)

- Library
- Audio-Visual Equipment checkout
- Children's Literature Room
- Concordia Archives & Museum
- Individual Study Rooms
- Periodicals Archive Room
- Reading Facilities
- Study Carrels

Julius and Mary Jenkins Center, dedicated 2001 (10)

- Office of Athletics
- Gymnasium
- Jogging Track
- Swimming Pool
- Recreational & Fitness Facilities

Karl Kreft Center, dedicated 1994 (1)

- Spirit Zone
- Division of Business & Computer Information Faculty Offices
- Office of the Campus Chaplain
- Classrooms
- Dining Facility
- Office of Student Activities

Paul D. Lehman Hall, dedicated 1971 (2)

- Gymnasium
- Offices & Storage for Band
- Offices & Storage for Choir

Calvin P. Thompson Hall, dedicated 1975 (12)

- Office of Academic Affairs
- Classrooms
- Office of Finance & Business Affairs
- Division of General Education Faculty Offices
- Registrar
- Science Laboratories
- Office of Student Services

Willis L. Wright Complex, dedicated 1990 (13)

- Auditorium
- Classrooms
- Office of Information Technology
- Computer Laboratories
- Science Laboratories
- Division of Teacher Education and Psychology Faculty Offices

Dormitories

- Marmaduke N. Carter* (4)
- Albert Dominick (3)
- Robert O.L. Lynn (6)
- Betty Skinner (9)
- Rosa J. Young (8)
- Cottages: 19, 26, 38, 44, 55, 60, 75, 87, 99, 102

Charles Peay Hall, dedicated 1960 (7)

- Student Center
- Main Security Office

Former UMCH Mansion (white Greek Revival Building), built 1908 (19)

The future plans for this building include:

- Coffee shop
- Conference Rooms
- Child Development Center
- Civil Rights Institute & Museum

Tuition and Fees

Tuition and fees for the current school year can be located on the college's website www.ccal.edu. Information about the fees is also located on the website. Additional information may be obtained by contacting the Business Office, Concordia College Alabama, 1712 Broad Street, Selma, Alabama 36701 or (334) 874-5700.

Methods of Payment

Arrangements for all semester fees are to be made at the time of registration. Fees that are not covered in the financial aid package may be paid in monthly installments upon prior approval by the Business Manager. For additional information, contact the Business Office, Concordia College Alabama, 1712 Broad Street, Selma, Alabama 36701 or (334) 874-5700.

Written notification of district aid, scholarships, or other aid will be accepted in lieu of payment by cash. One-half of such aid will be credited to the student's account each semester. International students are expected to pay all fees in United States currency prior to enrollment.

Refunds

The refund policy which follows applies to students who pay their charges in cash and who officially withdraw from the institution.

Room	This expense is not refundable after registration.
Board	Board will be refunded on a pro-rated basis in units of one week. Any fraction of a week will be treated as a whole week.
Special Fees	These fees are not refundable.
Tuition	If withdrawal occurs within one week after the official registration date (the date designated for registration), 75% of tuition will be refunded. If withdrawal occurs during the second week after the registration date, 50% of tuition will be refunded. If withdrawal occurs during the third week after the registration date, 25% of tuition will be refunded. Students who withdraw after the third week are not eligible for a tuition refund.

Federal regulations require that students receiving federal financial aid (Title IV Programs—PELL Grant, etc.) who withdraw must return the portion of unused funds to the Title IV Program.

Withdrawal from CCA invalidates any scholarship or financial aid monies applied to the student's account. It is the student's responsibility to make payment for all financial obligations not covered by any previous financial aid commitments.

Student Financial Aid Program

CCA is aware of the financial burden facing many prospective college students and their parents. Students desiring to attend college, however, should not let the possibility of financial problems alter their plans and desires. Instead, they should seek advice from CCA's Financial Aid Administrator, who, in many instances, may be able to help arrange an acceptable financial package.
Application forms for financial aid awarded through the College should be requested from the Admissions Office of Concordia College Alabama (CCA). All undergraduate students needing financial aid are eligible to apply and are expected to apply for assistance under the PELL Grant. Application forms for this grant are available online at www.fafsa.ed.gov.

Financial assistance for students at CCA is available in three types. One is based upon achievement, both academic and extra-curricular, and is administered in the form of scholarships. One is based upon the student's financial need and is administered in the form of grants and employment opportunities. The other is the Stafford student loan. Students may apply for assistance from all types. Financial aid questions may be directed to finaid@ccal.edu.

Scholarships

All CCA scholarships are designed to encourage excellence in performance. Scholarship recipients are selected on the basis of superior performance in academic work, active participation in extra-curricular activities, service to the community, and positive contributions to all areas of college life. The following is a partial list of scholarships available at CCA. For more information on scholarships, please contact the Financial Aid Office.

CCA awards the following institutional scholarships. Additional scholarships may be available and information may be obtained by contacting the Financial Aid Office, Concordia College Alabama, 1712 Broad Street, Selma, Alabama 36701 or (334) 874-5700.

Scholarship Application Requirements Include:

Official Transcript
Official ACT or SAT Report
Extra Curricular Activities
Approval of Scholarship Committee

Presidential Scholarship

The Presidential Scholarship is intended to promote academic success and leadership. Requirements include a minimum GPA of 3.75 and 1170 SAT or 26 ACT score. Applicants will have to write an essay to be considered as well. A minimum 3.75 GPA is required to reapply for the scholarship for the following year. Awardees are granted a full scholarship for the school year to cover tuition, room and board, and all associated fees.

Academic Scholarship

Academic Scholarships are intended to provide financial support for students who have proven their ability to successfully complete courses at a high academic level. Though there are different tiers of this scholarship, there is a minimum 3.00 GPA, 860 SAT or 18 ACT. A minimum 3.00 GPA is

required to reapply for the scholarship for the following year. Students receiving an academic scholarship will be required to enroll in the Honors Seminar course each semester as long as the scholarship is ~~received~~received.

Leadership Scholarship

The Leadership Scholarship will be awarded to students who exhibit the desire and ability to lead other students in academic, physical, spiritual, and social success. Students may be part of the Student Government Association, Spiritual Life, Honors Society, or other campus, community and church organizations. A minimum 2.50 GPA is required.

Black Belt Scholarship

The Black Belt Scholarship is intended to support students coming from the Black Belt counties of Alabama who intend to complete a degree at Concordia College Alabama. A minimum GPA of 2.00 is required. A minimum 2.00 GPA must be maintained to reapply for the scholarship the following year.

Rising Star Scholarship

The Rising Star Scholarship is intended to reward students who continue to improve their grades from semester to semester in an effort to successfully graduate Concordia College Alabama. A minimum 2.00 GPA that is an increase from the previous semester is required. At least twenty-four credit hours must have been completed at Concordia College Alabama (non-credit hour classes do not count towards the GPA or credit hour requirement). Students must raise their GPA each semester to reapply for the Rising Star Scholarship.

Spiritual Life Scholarship

The Spiritual Life Scholarship is designed to provide financial support for students who exhibit strong spiritual and moral leadership on campus, are engaged in promoting a Christian atmosphere in all aspects of campus life, and support the campus chaplain in chapel, Bible Studies, and devotions. A minimum 2.00 GPA is required.

In addition to the above criteria **all** students receiving scholarships are expected to adhere to the following:

- Student agrees to participate in service and community projects (Community Service)
- Student agrees to participate in weekly chapel services (Spiritual Life)
- Student agrees to participate in at least one CCA organizations such as: SGA, Spiritual Life, student committees, or any organization related to their major (Leadership)

All scholarships in academics, except for Presidential Scholarship, are awarded through academic scholarship committee and approved by the VP for Academic Affairs. The Presidential Scholarship is awarded through the President's office. Students may pick up a scholarship application in the Academic Affairs Office or down load an application form the website: www.ccal.edu.

Honors Ambassadors: Students that desire to become an ambassador must have a GPA of 3.5 and a recommendation from a dean or division chair and one faculty member. Ambassadors must adhere to all guidelines for scholarship recipients. In addition, students serving as ambassadors must be available to serve at college functions as needed, including commencement and opening convocation. Selected students will be required to purchase the authorized Ambassador uniform and wear it all official college functions.

Note: Students must complete the FAFSA to receive any scholarship. The value of a scholarship includes Federal Pell Grant Award (if applicable) and the college's award. Unless otherwise noted, scholarships cover everything except books.

Grants and Employment Opportunities

Alabama Student Assistance Program. This is a state/federal aid program established in 1975 and designed to provide financial assistance to residents of the State of Alabama for undergraduate post-secondary education within the State of Alabama. It is the responsibility of the Alabama Commission on Higher Education to establish policies and procedures for the implementation of the Alabama Student Assistance Program. The program is administered in accordance with the policies and procedures established by the Commission.

To be eligible for Alabama Student Assistance Funds, the student must:

1) be a citizen of the United States or intend to become a permanent resident;

2) have resided in the State of Alabama for at least twelve consecutive months prior to the beginning of the term for which financial assistance is requested, and is in the State of Alabama for other than a temporary purpose;

3) be enrolled in an undergraduate course of study and must not have previously received a bachelor's degree from any institution;

4) be enrolled on at least a half-time basis in an eligible program at an eligible post-secondary educational institution in the State of Alabama;

5) not be enrolled in a course of study leading to a degree in theology, religion, or other field of preparation for a religious profession;

6) not owe a refund on a grant previously received under the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, or Alabama Student Assistance Program; and not be in default on a loan made, issued, or guaranteed under the Federal Stafford Loan Program for attendance at the institution enrolled; and

7) have established a substantial financial need for an Alabama Student Assistance Program grant, by means of a financial statement utilizing a need analysis system approved by the U.S. Secretary of Education. Award priorities will be given to completed need analysis reports in accordance with dates established by the eligible institutions.

This award is not transferable from one educational institution to another. Each award is made on the basis of the family contribution figures provided on the students' financial statements utilizing an approved federal need analysis system. This financial statement should be submitted as soon as possible after January 1 of each year.

Alabama Student Grant Program. This program is a state student assistance program established August 4, 1978, by the legislature of the State of Alabama and designed to provide financial assistance to residents of Alabama for undergraduate non-sectarian, secular education at independent, non-profit, post-secondary institutions of higher learning located with the State of Alabama.

To be eligible for an Alabama State Grant Program Award the student must:

1) have obtained a certificate of graduation from a secondary school or the recognized equivalence of such graduation or who is beyond the age of compulsory school attendance and has the ability to benefit from the education or training being offered;

2) be classified as an undergraduate student;

3) be a citizen of the United States or in the process of becoming a citizen of the United States;

4) be an Alabama resident;

5) be enrolled as a full-time or part-time student in an eligible program in an approved institution; and

6) not be enrolled and not intend to enroll in a course of study leading to an undergraduate degree in theology, divinity, or to the field of preparation for a religious vocation.

Application forms can be obtained from the Financial Aid Office at Concordia College Alabama (CCA). Deadline for applying is September 15 for Fall Semester and February 15 for Spring Semester. Awards depend upon funds available and the total number of eligible students enrolled at eligible institutions.

Work-Study Program. This program provides part-time jobs through which students enrolled at CCA may earn a portion of their educational expenses. The institution determines eligibility, rate of earning, and work areas.

To qualify for work-study, a student must be enrolled in at least six (6) semester hours of course work, must be making satisfactory progress, and must have established a financial need by means of a FAFSA (Free Application for Federal Student Aid) from the U.S. Department of Education.

Federal Pell Grants. Federal Pell Grants are awarded by the federal government to undergraduate students for educational purposes. These grants, which do not have to be repaid, may vary in the

amount awarded from year to year. To apply, the student and parent(s) must complete the Free Application for Federal Student Aid(FAFSA) and return it to the address given on the form. This application is also available on line at www.studentaid.gov. The student will receive a report indicating his eligibility for the grant. This eligibility report should be submitted to the Financial Aid Administrator at Concordia College Alabama. Students must be enrolled in at least six (6) semester hours of classes to be eligible for a Federal Pell Grant.

Federal Supplemental Educational Opportunity Grant (SEOG). This grant is a federal aid program designed to provide financial assistance to students attending post high school educational institutions. Eligibility requirements are 1) American citizenship, 2) at least a half-time student and 3) satisfactory academic progress. No grant may be awarded for a full academic year that is less than $100 or more than $4000.

Church-Worker Financial Assistance. Students who plan to enter full-time work in the Lutheran Church-Missouri Synod may be eligible for a financial-aid package that will cover most of their cost of attending Concordia College Alabama (CCA). This package will include applicable grants, scholarships and other forms of aid. It will pay tuition, regular room and board fees, building fee, activity and application fees. Recipients of this aid will pay for books, I.D. card, mailbox, room key, and parking decal.

To be eligible for this assistance, students must meet the following requirements:

1) be an active member of a LCMS congregation;

2) be committed to becoming a full-time worker in the LCMS;

3) be enrolled in the Lutheran Teacher Diploma Program;

4) be enrolled in twelve or more semester hours for the entire semester;

5) maintain at least a 2.00 cumulative average;

6) complete all applicable applications for grants and scholarships;

7) pass all preparatory courses attempted; and

8) attend chapel on a regular basis, at least twice weekly.

Recipients who do not become full-time church workers or enroll in a LCMS seminary within two years of leaving CCA, will have to repay the college the amount of financial assistance which they would not have received if they had not been enrolled as a prospective full-time church worker. Also, failure to meet each of the requirements listed above will result in the loss of this financial-aid package.

Satisfactory Academic Progress (SAP)

Federal regulations require that students maintain satisfactory academic progress (SAP) in their course of study to continue receiving Federal Title IV financial aid. Federal Title IV financial aid includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG),

Federal Work Study (FWS), W. D. Ford Stafford Loan (Subsidized and Unsubsidized), and the Federal PLUS Loan. At the end of each financial aid year (end of spring semester), a review will be made to ensure compliance with the SAP standards.

Satisfactory Academic Progress (SAP) Minimum Standards

SAP includes two standards: qualitative (GPA) and successful completion of attempted credit hours (PACE),within the maximum time frame to complete the course of study. Students requesting consideration for Federal financial aid must demonstrate progress toward their degree. Students must meet the standards as listed below:

Hrs. Attempted	Minimum Cumulative Grade Point Average	Minimum % Hrs. Earned
1-31	1.80	67
32-63	1.90	67
64-95	2.00	67
96+	2.00	67

Students must successfully meet the cumulative GPA and pass the minimum percentage of attempted credit hours (PACE) for their academic standing during the preceding fall and spring semesters. This includes courses in which students remained enrolled past the last day for registration. Please note that satisfactory academic progress standards do not pertain to Alabama State Grants.

PACE is calculated as follows: credit hours earned * PACE %=PACE

In addition, Federal financial aid will be provided for up to 196 credit hours for education majors and up 193 credit hours for business majors (150% of the major pursued—**Maximum Time Frame**), including institutionally accepted transfer credits from other schools attended.

Satisfactory Course Completion

The following grades are considered to demonstrate satisfactory course completion: A, B, C, D with exceptions (See Academic Catalog for the exceptions), and P (Passing). Drops, withdrawals, incompletes, repeated and non-credit coursework will be counted towards the attempted credit hours (PACE) SAP standards.

The following grades will be counted towards the attempted credit hours (PACE), but do not demonstrate satisfactory course completion: F, FA (Failure due to Attendance), FR (failure of remedial courses), I (Incomplete), WP (Withdrawn Passing), and WF (Withdrawn Failing).

Transfers and Change of Majors

Students who transfer to CCA or change their major while at CCA are required to stay within the maximum time frame of 150% of the major pursued that is required by federal regulations. Transfer credits do not count in the calculation of the GPA, but they are included in the calculation of both attempted and earned hours. If a student changes major, the hours from the previous major that

count towards the student's new degree requirements are included in the calculation of attempted and earned hours as well.

Financial Aid Termination

Students will be reviewed for satisfactory academic progress (SAP) at the end of each financial aid year (end of spring semester). After the review, students not meeting the minimum SAP standards required of all CCA students will lose their financial aid eligibility.

Appeal Process

Students who fail to achieve the minimum required SAP standards at the end of the spring semester of each financial aid year will no longer be eligible for financial aid. A student may however submit a SAP Appeal to the Financial Aid Administrator for review.

The SAP Appeal must consist of

- Financial Aid SAP Appeal Form
- A hand-written or typed statement, signed and dated, from the student explaining in detail the reason for not meeting SAP standards and what steps are being taken to meet those standards in the future.
- Documentation of extenuating circumstance(s).
- An Academic Plan developed with the academic advisor.

SAP Appeals will be reviewed by the Financial Aid Appeals Committee. Students will be notified in writing of approval or denial of their appeal.

The following extenuating circumstances are reason(s) for appealing:

- Death of an Immediate Family Member.
- Serious Illness or Injury.
- Emergency.
- Non-Voluntary Military Activation.
- Other Special Circumstances.

Students who appeal for maximum time frame will be reviewed on a case by case basis to determine if they will complete their degree pursued within a specific time frame. If appeal is approved for Maximum time frame, students will be allotted a specified number of attempted credits to complete their pursued degree and any credits attempted for coursework not included in their pursued degree would reduce the number of approved credits. In addition, any course for which students withdraw or fail will reduce the number of approved credits. Once the number of approved attempted credits is reached, the students will no longer be eligible for financial aid.

Students may be placed on SAP Probation when CCA determines that the students should be able to make satisfactory academic progress during the probation semester and meet the school's satisfactory academic progress standards at the end of that probation semester, or an academic plan is developed for the students that, if followed, will ensure that the students are able to meet the school's satisfactory academic progress standards by a specific point in time.

SAP Probation

Students who appeal for reconsideration to receive financial aid and are approved will be placed on SAPP probation. A SAPP probation letter and a copy of the Satisfactory Academic Progress (SAPP) Policy, with the minimum SAPP standards, will be mailed to the student. Although at the time students are placed on SAPP probation they are not meeting the SAP standards, they will continue to receive financial aid.

Students placed on SAPP probation are reviewed at the end of each semester to ensure that they

1. have met the SAPP standards; OR
2. are adhering to the Academic Plan.

If at the end of the SAPP probation semester the student is meeting the minimum SAPP standards, OR is adhering to the Academic Plan, financial aid eligibility will continue for the following semester.

If at the end of the SAPP probation semester the student is not meeting the minimum SAP standards, OR is not adhering to the Academic Plan, financial aid eligibility will be terminated.

Students on a SAPP probation that do not successfully complete the first semester of their probation by either meeting the SAPP standards or not adhering to their academic plan due to an extenuating circumstance during the SAPP probation semester, may submit a second appeal for review by the SAPP Faculty Appeals Committee for reconsideration of financial aid eligibility.

Reinstatement of Financial Aid

All students must meet the minimum SAPP standards at the end of each financial aid year (end of spring semester) in order to continue receiving financial aid or to have financial aid reinstated (for those placed on SAPP probation). Failure to reestablish eligibility at the end of a SAPP probation semester, or adhere to the academic plan created for student, will result in termination of federal financial aid eligibility. Once a student meets the minimum SAPP standards, financial aid will be reinstated. Awards cannot be paid retroactively for the term(s) during which eligibility was lost.

SAP and Conduct for Veterans Benefits

The following policies pertain to Concordia College students who receive veteran's benefits:

1. For full-time classification, a student must enroll for a minimum of twelve(12) semester hours during a regular semester. Students enrolled in summer school, inter-term, or half semester must enroll for a minimum of one(1) semester hour of credit per week for any one week during the term.

2. The last day of attendance will be determined by the date the student officially attritions.

3. Satisfactory progress will be measured by use of the grade point average. In determining a student's grade point average the following will be included:

    a. Grades of all courses attempted whether completed or not.

b. A zero grade will be added for all incomplete courses until the incompletes are removed.

c. A zero grade will be added for all withdrawals whether passing or not, if the withdrawal occurs after normal drop and add periods.

d. No bankruptcy policies will be permitted.

4. The Veterans Administration is notified via the United States mail whenever a student does not progress satisfactorily, whenever conduct falls below the minimum requirements, or when interruption, termination, dismissal or change occurs.

5. Cases involving extenuating circumstances such as lengthy illnesses, death in the family, or injury are handled individually by the Registrar. When questions arise relative to benefits, the Registrar checks with the local Veterans Administration Office.

Statement of Registration Compliance

An amendment to the Military Selective Service Act provides that any male student who must register with Selective Service and fails to do so is ineligible for student financial assistance provided under Title IV of the Higher Education Act. The amendment mandates that beginning with the 1983-84 award year, any male student who fails to register is ineligible for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal College Work-Study, Federal Stafford Loan, Federal Perkins Loan, and State Student Incentive Grant Programs. Please see the Financial Aid Administrator for more information.

ADMISSION REGULATIONS

Admission Procedures

Concordia College Alabama (CCA) welcomes applications from eligible students who desire to pursue an education with Christ at the center. Admission is without discrimination as to race, color, creed, sex, national or ethnic origin, or handicap.

Application materials may be obtained online at www.ccal.edu (admissions) or by writing to the Director of Admissions, Concordia College Alabama, 1712 Broad Street, Selma, Alabama 36701. Prospective students are urged to apply as soon as possible. Admission questions may be directed to admission@ccal.edu

For admission, the applicant must follow the procedures listed below:

1) send a completed application form to the Director of Admissions;(appropriate fee included)

2) request that a high school transcript be mailed directly from high school to the Office of the Director of Admissions;

3) request that a college transcript(s) be sent if any other college work has been done;

4) return CCA's health form completed by a physician; (residential an international students only)

5) have American College Test (ACT) scores or Scholastic Aptitude Test (SAT) scores forwarded to the Admissions Office.

6) Recommendation form completed by high school teacher or counselor (First-Time College Students only)

All admission materials should be in the office of the Director of Admissions before a student registers; however, if all materials are not in before registration, the student may be allowed to register but will be administratively withdrawn from CCA if all required materials are not no later than 2 weeks after registration.

Admission Requirements

Admission Requirements

First-time College Students. A first-time freshman is a student who has earned no college credit beyond the summer immediately following high school graduation. Students should have a GPA of 2.0 and present a score on the American College Test (ACT) or the Scholastic Aptitude Test (SAT) to be considered for admission to Concordia College Alabama.

Applicants who do not meet the standard above will be required to participate in a screening process. Depending on the results of the screening process, applicants may or may not be admitted. The screening process shall involve a review of high school performance, ACT/SAT

scores, placement testing, as well as other nonacademic factors. Students who successfully complete the screening process may be granted full Admissions.

All students with an ACT below **16** or an SAT below **800** will be required to take the Compass Test. Students taking the Compass Test must be aware that results may indicate that they be placed in preparatory courses. In the event that a student is required to take the Compass Test, an admissions counselor will provide the location of the nearest test site or students may elect to test at the college (CCA).

Full Admission with Academic Deficiencies. Students who fail to successfully complete the screening and testing process may be granted full Admissions by enrolling in the Summer Academy. This is an intensive program that concentrates on the subject areas (English, Reading, and Mathematics) that are essential to success in first-year college courses. Students who successfully complete the Summer Academy may be granted full admission in the fall term with mandatory participation in the Academic Improvement Program during their freshman year. Some courses taken during the Summer Academy may be remedial and not count toward a degree. Students who fail to successfully complete the Summer Academy are not eligible for enrollment in the regular academic year. Counseling is available to students to help determine other available post secondary options.

The summer academy is also available to students that meet all other requirements for full admission but test into developmental courses and wish to jumpstart their college program by taking developmental courses in the summer.

Academic Improvement Program/Plan of Action for Student Success (PASS). This program is designed to assist those students admitted with academic deficiencies; as well as current students whose academic status is in jeopardy. This academic support program consists of peer and professional tutors, along with academic counselors to assist students being successful with their college courses. This program falls under the auspices of the Student Transitional & Academic Activities for Retention & Success (STAARS) Program.

STAARS is a program that embodies Concordia's commitment to academic success. The program promotes success for students in transition to college life by providing resources and services to meet the students' individual needs. The mission of the program is to assist and support students in achieving their highest academic potential, with an emphasis on earning a college degree.

Transfers. Applicants who have attended another college or university will be considered transfer students. Transfer students must have a cumulative GPA of 2.0 to be considered for admission. Transfer students must furnish official transcripts of all work attempted from each previously enrolled institution to be considered for admission. Admission decision will be made after a comprehensive computation of all transferable hours with passing grade of C or 2.0 GPA or better from accredited post-secondary institution. If the college level courses are less than 12 credit hours, high school grade point average will be considered for admission.

Transfer credit is recorded on the student's permanent academic record, but only work at CCA is included in the cumulative grade point average.

Students on suspension from another institution will not be considered for admission to CCA until the suspension period is over. Students who have been expelled from another institution for disciplinary reasons will not be accepted for admission.

General Educational Development (GED) Test. GED tests are a group of five subject tests which, when passed, certify that the test taker has American or Canadian high school-level academic skills. Students are expected to earn at least 410 points on each section of the GED to pass. However, you must receive an average score of 450 points on all sections to earn the minimum passing total standard score of 2,250.

Home school. It is understood that a home schooled student's background differs from students who attended public, private or charter schools. Concordia College Alabama welcomes qualified students from other school systems and we strongly encourage home school students to apply at CCA for their admission. We expect home schooled students to meet the general requirements for CCA admission, including specific documentation with your application to confirm your completion of the requirements:

-Competency Requirement –
-Aptitude Requirement - Must be met with SAT or ACT test score.
-Graduation Requirement - Upon completion of secondary school education, complete the Affidavit of Completion of Secondary School Education. The affidavit must be completed by the parent/guardian and notarized.

Articulation Agreement

Concordia College Alabama has signed an Articulation Agreement with the Alabama Community Colleges System (ACCS) and the Alabama Association of Independent Colleges and Universities (AAICU) that paved the way for two-year college students to enjoy a seamless transfer to an independent four-year institution, through the *2 to 4 Transfer Program*. If you consider enrolling into Concordia College Alabama your ACCS credits will transfer to CCA.

Effective July 1, 2010 CCA became one of the members of the Alabama Association of Independent Colleges and Universities (AAICU's 14 member colleges and universities) to provide this privilege to students from the state of Alabama.

Transfer to independent (private) colleges in Alabama through the 2 to 4 TRANSFER PROGRAM. The 2 to 4 Transfer Program is needed to complete majors in Alabama's independent colleges after earning an associate's degree at one of the Community Colleges in Alabama.

As of 2013, the following members of Alabama's Independent Colleges and Universities (AAICU) participate in the 2 to 4 Program:

Birmingham-Southern College
Concordia College
Faulkner University
Huntingdon College
Judson College
Miles College
Spring Hill College
Stillman College
Talladega College
Tuskegee University
United States Sports Academy
University of Mobile

Special Students. Persons wishing to pursue certain courses without reference to a degree may apply for admission as special students. They may take a maximum of 15 hours as special students. Also, high school seniors may take up to three (3) hours each semester. Before permission is given to enter a degree program, the applicants must meet all requirements for admission as a regular degree student. Special students must apply for admission at the beginning of each semester.

Dual Enrollment. Baccalaureate level courses taken in high school may be awarded as transfer credit unless the college or university transcript designates that the courses were used solely to meet high school graduation requirements. Students are required to submit an official transcript from a regionally accredited college or university showing completion of baccalaureate level courses to receive such credit.

International Students. International students must meet all admission requirements that regular students meet as soon as possible prior to the date of planned registration. These students also need Affidavit of Support including bank statement as well as proof of insurance. Tuition, fees, room and board must be paid in advance. Applicants must also be able to read, write and speak English. CCA makes in-house credential evaluation for course work taken at foreign institutions for their U.S. institutions' equivalence. However, if further detail credential evaluation is needed, the college requests students to submit Credential Evaluation Report prepared by agencies recognized in the U.S. for credentialing purpose.

International Baccalaureate Courses. The credit hours and courses will be determined by the colleges' credit transfer policy. In addition, a certified course evaluator for international students' academic credentials will perform a transcript evaluation in house.

International students may have their transcripts evaluated by external evaluators such as WES, Lisano International, etc … (https://www.wes.org/, http://www.thedegreepeople.com, http://www.lisano-intl.com)

Transient Students. Students currently enrolled in another institution of higher education who desire to take courses at Concordia College Alabama to be transferred to that institution will be eligible to register upon presentation of an application for admission and a letter of transiency signed by the Vice President for Academic Affairs and/or designated school official. Such students are not required to file transcripts of their previously earned credits at other postsecondary institutions. Students may not be classified as transient for more than one semester, and must fulfill all requirements of regular transfer students if they return for the next consecutive semester.

Credit by Examination. Credits awarded by other institutions for Advanced Placement (AP) and the College Level Examination Program (CLEP)must be re-evaluated to determine if credit will be awarded at CCA. Students wishing to submit such credits should ask the Educational Testing Service to send an official AP or CLEP transcript directly to the Registrar, Concordia College Alabama, 1712 Broad Street, Selma, AL 36701. Students may be awarded up to 20 semester hours through Advanced Placement and the College Level Examination Program.

Quick Re-entry

If you are an undergraduate degree seeking student who previously attended CCA but have not been enrolled at CCA for **one or two consecutive fall or spring semesters** you are eligible to return through "Quick Re-entry." You do not need to submit a new application or application fee. Note that you may have "hold" or "to do" items that you need to complete before you are able to register for classes. F1/J1 students are still responsible for all SEVIS requirements and should check with the office of International Students and Scholars at CCA.

NOTE: you must submit official transcript(s) from any institution(s) you attended during your absence from CCA. Official transcripts must be mailed or sent electronically directly to admissions office by the records office of the issuing institution(s). CCA does not accept transcripts sent or carried by hand of applicants themselves or transmitted by fax. See Mailing Address.

Readmission Procedures

If you are not eligible for "Quick Re-entry" (i.e., because you have not been enrolled at CCA for **three or more semesters**, completed your academic program or were academically disqualified), you must apply for readmission and submit applicable fees. An applicant for readmission must have a CCA GPA of 2.0 or higher. In these cases, the completed application for readmission may be subject to a due date that is earlier than the application deadline.

NOTE: you must submit official transcript(s) from any institution(s) you attended during your absence from CCA. Official transcripts must be mailed directly to Admission Office by the records office of the issuing institution(s). CCA does not accept transcripts sent or carried by hand by applicants themselves or transmitted by fax.

Former students who have not been in attendance at Concordia during the immediately previous semester must update their application files. If students have attended other institutions during this time, official transcripts of all work earned or attempted at these institutions must be on file in the Office of the Director of Admissions and the Registrar's Office at CCA.

Academic Renewal

Academic renewal is a college policy administered to recalculate the cumulative CCA GPA of a student who:

1. Is pursuing his/her first degree and has not previously received an academic renewal; and

2. Has a cumulative CCA GPA below 2.0 (individual colleges may elect to consider applications for students whose GPA is a 2.0 or higher); and

3. Is readmitted to a degree program after an absence of at least five continuous calendar years (including summer sessions).

Courses (including transfer credits) completed before the five-year absence with a grade "C" (2.00) or higher was earned are treated in the same manner as if all the credits were transfer credits, up to a maximum of 60 credit hours.

The cumulative GPA is based only on credits earned subsequent to the student's reentry. Graduation requirements for resident credit hours and GPA must be fulfilled after the academic renewal. Graduation requirements for academic recognition (resident credit hours and GPA) must also be fulfilled after the academic renewal.

Courses completed before and after the academic renewal **remain on the transcript** and may be considered when students apply for undergraduate professional or graduate programs.
To make a request for academic renewal follows this procedure:

1. Students interested in academic renewal must fill out the Application for Academic Renewal and submit the form to the Registrar Office in the college.
2. The Application for Academic Renewal may be submitted immediately upon readmission but must be submitted no later than the start of the third semester after readmission.
3. The Academic Affairs Office specifies in advance a minimum of 12 semester hours required for completion.
4. When the approved credits are completed with a cumulative GPA of 2.50 or higher, and no grade lower than "C" (2.00) in each course, the Registrar Office will forward the Application for Academic Renewal to the Division Chair/ VP Academic Affairs for approval and processing.

Only readmission students working toward their first degree are eligible to apply for academic renewal, which may be effected only once during a student's academic career.

Questions regarding Academic Renewal must be forwarded to the Registrar's Office:

1712 Broad Street
P.O. Box 2470
Selma, AL 36702
Phone: 334-526-9103

FAX: 334-526-9203
cgrayson@ccal.edu

Readmission after Academic Suspension

Students on academic suspension will not be considered for admission until the suspension period is over. To be considered, the students should forward a letter of application to the Office of the Director of Admissions.

If the cumulative GPA is less than that required by Concordia College Alabama for Satisfactory Academic Performance, the cumulative GPA may be adjusted by excluding from computation of the cumulative GPA a maximum of nine semester hours or twelve quarter hours of courses with the lowest grades.

If, after excluding these hours, the student meets Concordia College Alabama's definition of Satisfactory Academic Performance, readmission may be granted or, if a new student, admitted for the first time. However, the excluded courses required for graduation or their equivalents must be repeated at Concordia College Alabama.

The College limits the number of times that a student may be suspended from the institution because of academic reasons. A student may be suspended and return on academic probation only once. Students who are suspended a second time for academic reasons may enroll as students at CCA only when their cumulative GPA earned elsewhere is at least a 2.00 in 24 or more transferable hours. None of these hours may be earned during the first semester of suspension from Concordia College Alabama.

Readmission after Disciplinary Suspension

To be readmitted, the student must have a cumulative GPA that meets Concordia College Alabama's definition of Satisfactory Academic Performance. The steps for readmission are:

1. Submit an application for admission.

2. Write a letter to the Vice President of Student Services stating how change has occurred since suspension and explain why readmission should be granted.

3. Meet with at least one member of the Admissions Committee and the Vice President of Student Services to discuss behavior expectations for readmission.

4. Sign a statement indicating that all rules and regulations of the college will be followed and that a positive attitude will be displayed following readmission.

5. The above steps must take place at least 3 weeks prior to the semester in which the student seeks readmission.

A student who is suspended a second time because of a disciplinary infraction is expelled from the College.

Athletic Suspension

Student athletes placed on Academic Warning must participate in the Academic Improvement Program administered by STAARS. Any student athlete who fails to take part in the Program for the entire semester of Warning will be suspended from participating in any athletic activity.

Any student athlete placed on Disciplinary or Academic Probation is suspended from the athletic activity until the end of the probationary period.

Any student athlete enrolled in all three Preparatory classes (Reading, English, Math) is ineligible to participate in athletic activities until courses requirements are completed for at least one of the courses.

Registration

Registration of students is conducted on the days scheduled in the school calendar. Registration is not complete until satisfactory financial arrangements have been made with the Business Office and the program of study has been approved by the Registrar.

The following points are to be considered in registration:

- **Normal load** - A full-time load for students is 12 semester credit hours, but on average, students take between 15 to 18 semester credit hours. The approval of the Vice President for Academic Affairs is required for a student to enroll in more than 18 semester credit hours. Prospective graduates may take a maximum of 21 hours during the semester of expected graduation with the approval of the Vice President for Academic Affairs.

- **Credit hours** - Concordia College Alabama adheres to the Carnegie unit and grants one semester hour of credit for a minimum of 750 minutes of direct faculty instruction per semester. This equates to a minimum of 12 ½ hours of direct faculty instruction for a 1-hr class and 37 ½ hours for a 3-hr class. Additionally, each hour of instruction is augmented by two hours of out of class student work. In some courses the particular amounts of classroom time versus out-of-class student work may vary but the total minimum value of 112 ½ hours of work is upheld for a 3-hr credit course.

- **All changes** in registration must have the written approval of the student's advisor and the Registrar.

- **A late registration** fee of $50.00 is charged to a student who fails to register during the official registration period of each semester.

- A student may elect to repeat any course(s). The previous grade in a repeated course continues to be included on the transcript but is not included in determining the cumulative grade point average. Federal funds may not be used to repeat a course in which a grade of "D" or higher was earned.

- **A failed course** must be repeated successfully if it is required for graduation.

ACADEMIC INFORMATION AND REGULATIONS

Student Records

Concordia College Alabama's policy relating to the confidentiality of student records is consistent with the regulations of Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment. Under the provisions of this law, all students and former students of Concordia College Alabama have the right to inspect their official educational records in the Office of the Registrar. This right of inspection does not apply to any information submitted to the Office of the Registrar as confidential prior to January 1, 1975, nor to access by students to financial records of parents. Parents or guardians of a student may not see records nor receive any grades unless the student specifically designates that records and/or grades may be made available to the parents or guardians. Grades are mailed to the address indicated by the student on the registration form.

Information classified as Directory Information may be released by the College unless a student specifically informs the Registrar in writing that written consent is necessary before even this information may be released. Directory Information includes the following:

1. Name, address, telephone listing;
2. Date and place of birth;
3. Major and minor fields of study;
4. Participation in officially recognized athletics and other activities, including weight and height of members of athletic teams;
5. Dates of attendance;
6. Degrees and awards received; and
7. The most recent previous educational institution attended.

Other information from a student's record will be released only to Concordia College Alabama officials, including instructors, who have legitimate educational interests, unless the student has given written consent for the release of specific information to others.

Students who have questions regarding their official records should address them to the Registrar.

Classification of Students

Persons other than special students are classified according to the total number of semester hours earned as indicated below:

Freshmen	Those who have completed fewer than 32 semester hours of credit.
Sophomores	Those who have completed 32 through 63 semester hours of credit.
Juniors	Those who have completed 64 through 95 semester hours of credit.
Seniors	Those who have completed 96 or more semester hours of credit.

Class Attendance Policy

Students are expected to attend all classes for which they are registered. Class attendance is regarded as an academic matter, and the use of attendance records in grading (or for other purposes) is left to the discretion of the faculty member responsible for the course. This will be explained in the course attendance policy written and distributed by the faculty member. The faculty member is responsible for handling any excuses for absences from his or her class.

An absence due to student participation in an approved institutionally sponsored activity will not be considered a class absence. However, the student will be responsible for making up all class assignments missed. All authorized excuses for institutionally sponsored activities will be dispatched from the office of the Vice President for Academic Affairs at least one week in advance when possible.

Other excused absences will be determined by the instructor. Each instructor will announce during the first class meeting the penalty for missed quizzes, examinations and late or missed assignments. It is the student's responsibility to know each instructor's policy.

Grading Policies and Procedures

Final grades of all students are recorded and preserved. Letter grades are assigned according to the following system for all courses for which students register.

Grade/Notation	Scale	Quality Points
A – Excellent	100-90	4
B – Good	89-80	3
C – Average	79-70	2
D – Poor	69-60	1
F – Failure	59-Below	0
FA – Failure for Excessive Absences		0
W – Withdrawn		0
WP – Withdrawn Passing		0
WF – Withdrawn Failing		0
I – Incomplete		0
AUD – Audit		0
P – Pass		0
N – No Grade Submitted		0
FR – Fail Prep		0

Satisfactory grades at Concordia College Alabama (CCA) are A, B, C, and D. (The grade of D may not be satisfactory for some courses). Colleges and universities to which a student may transfer determine their own transfer policies.

A grade of W, WP, or WF is recorded when a student officially withdraws from a course. A grade of W is assigned by the Registrar when a student withdraws up to two weeks after midterm. After that period, a grade of WP or WF is assigned by the instructor. A grade of WF is computed into the grade point average as an F.

A grade of I is a temporary notation which the instructor may assign when a student has not completed all course requirements. Such a notation is the sole prerogative of the instructor and is normally used only if the student's circumstances are extenuating and there is reasonable expectation that the course requirements can be satisfactorily completed by the end of the fourth week of the following semester. At the end of the fourth week of the following semester, the instructor will assign a grade of A, B, C, D, or F based on the work completed in the course. After the fourth week of the next semester, if a grade has not been submitted, the I reverts to an F. An extension of time may be granted by the Vice President for Academic Affairs. Education students cannot receive an I for failure to complete field experience.

AUD is a notation assigned to students who audit courses. The privilege of an auditor is limited to attending classes and listening. The auditor assumes no obligation to do any work in the course, is not expected to take any tests or examinations, nor receives grades for the course. Persons may be

permitted to audit courses under the following conditions: 1) obtain consent of the Registrar and the instructor; 2) audit only courses for which there are adequate classroom facilities; 3) in the case of full-time students, obtain consent of the advisor; and 4) pay the regular audit fee. All permissions and registration for auditing courses must be filed in the Registrar's office.

A grade of P may be recorded for some courses. A "Pass" (P) grade is not included in determining grade point average or credit hours earned toward graduation. However, preparatory hours are included in hours earned for financial aid eligibility.

N (No grade submitted) is a temporary notation made by the Registrar if no grade is assigned the student by the course instructor. This notation is used only when the Registrar is unable to obtain a grade from the instructor prior to the issuing of grade reports. However, it remains the instructor's responsibility to assign a permanent grade. Should the instructor fail to complete this responsibility by the end of the following term, the Registrar enters the permanent notation of W (Withdrawn).

Major

A major is the field of study in which students focus to accomplish educational goals. It is also the combination of courses which have been designated as minimal to provide a knowledge base in a particular field of study. A major typically has a minimum of 120 hours.

An Area of Concentration or Emphasis

An area of concentration or emphasis is one in which a student must earn at least a minimal number of hours for at least a minimal degree of specialization. The minimal number of hours required for a concentration at CCA is eighteen (18) semester hours in a specific area.

Satisfactory Academic Progress and Performance

Students who do not have at least a 1.00 cumulative GPA after having attempted 24 or more semester hours will not be able to continue as students at Concordia College Alabama (CCA). If they enroll elsewhere and earn at least a 2.00 cumulative average in no fewer than 24 transferable hours, their application to re-enroll at CCA will be considered. However, none of these hours may be earned during the first semester of suspension from CCA.

Students who have to take all three preparatory courses must test out of at least one by the time it is taken the second time. Otherwise, the student will not be eligible to return to CCA. All preparatory courses must be completed by the time the student has attempted 24 transferable hours.

Satisfactory Academic Progress and Performance Schedule

A student who does not meet the following Satisfactory Academic Progress and Performance requirement is subject to academic and/or financial probation and/or suspension.

Transferable Hrs. Attempted	Minimum Cumulative Grade Point Average	Minimum % Hrs. Earned
1-31	1.80	67
32-68	1.90	67
69-95	2.00	67
96+	2.00	67

NOTE 1: Hours attempted include all hours in which a student was enrolled for at least one week.

NOTE 2: A 2.00 cumulative average is required for graduation from the associate program. However, baccalaureate programs may require 2.5 or above to be admitted into the program and to graduate.

Academic Warning, Probation, and Suspension

Students are assigned a staff or faculty advisor with whom they should frequently discuss academic progress or problems. **Students whose midterm academic average indicates that their good standing may be in jeopardy are advised of the danger of not meeting the satisfactory performance standards.** If the grades at the end of the semester do not meet the minimum requirements for the number of hours completed, students are placed on **academic warning** for the next semester and required to take part in the academic improvement program conducted by STAARS. Students are placed on **academic probation** at the end of any term following a semester of warning if the required GPA has not been earned. They will also be required to attend academic improvement program conducted by STAARS. Failure of a student on academic sanction to take part in the academic improvement program may result in dismissal from the college.

If the required cumulative GPA and the required hours have not been earned by the end of the probationary semester, students will be placed on **suspension** and will not be permitted to enroll the following semester. Students normally remain eligible for financial aid during their probationary semester(s). (*Students will follow guidelines for re-admission as outlined in this catalog*)

Academic Bankruptcy or "Forgiveness" Policy

A student may petition the Academic Review Committee through the Vice President for Academic Affairs to declare academic bankruptcy. Academic bankruptcy involves a student's request to retroactively withdraw from one academic term of work because of extreme personal, emotional, or financial circumstances so that it became impossible for the student to perform academically. The bankruptcy policy is subject to the following guidelines:

1. Academic bankruptcy may be declared for only one semester.

2. Two semesters must have passed since the semester the student requests to declare bankruptcy. The student must have maintained a 2.5 grade point average on a 4.0 scale and

earns at least 18 semester credit hours during the previous two semesters.

3. The student must be currently enrolled at Concordia College Alabama (CCA).

4. All courses taken during the semester in question will be included in the bankruptcy action. This includes all courses successfully completed by the student during that period.

5. The student's academic record will be shown on the Final transcript but grade point averages will indicate that no credit is to be given for that period. The bankruptcy action will be indicated on the transcript.

Academic Misconduct

Academic misconduct by students includes all acts of dishonesty in any academically related matter and any knowing or intentional help or attempt to help, or conspiracy to help, another student commit an act of academic dishonesty. Academic dishonesty includes, but is not limited to: cheating, plagiarism, fabrication, misrepresentation, and complicity. All acts of academic misconduct should be reported to the Office of Academic Affairs, which will then forward the information to the Office of Student Services after noting the incident in the student's academic record.

In addition to possible Student Code of Conduct Disciplinary Procedures, a student responsible for academic misconduct receives a failing grade for the class in which the misconduct took place for the first offense and is expelled from Concordia for the second offense. See the Student Handbook for additional information about academic misconduct.

Class Size

CCA reserves the right to withdraw from its schedule any course for which fewer than eight students have enrolled. However, some courses which are necessary to complete requirements for students' intended majors may be offered with fewer than eight students if approved by the Vice President for Academic Affairs.

Withdrawal from a Course

Students are not considered officially withdrawn from a single course or their entire registration until they have completed an Add/Drop Form and submitted it to the Registrar's office, or have written a letter to that office requesting that they be withdrawn. Failure to attend class does not constitute a formal drop or withdrawal either academically or financially. The date the Add/Drop Form or the letter is received in the Registrar's office is regarded as the official date of withdrawal.

A student may withdraw without penalty from a course up to two weeks after midterm. The grade of "W" will be recorded when the student withdraws officially during that period. A student who withdraws from a course after that period while passing the course will be assigned a grade of "WP" (Withdraw Passing) by the instructor. The instructor must sign the Add/Drop Form and indicate the grade of "WP." A grade of "W" or "WP" does not enter into the calculation of the grade point average.

A student who withdraws from a course after the second week following midterm while failing a course is assigned a grade of "WF" (Withdraw Failing) by the instructor. The instructor must sign the Add/Drop Form indicating the grade of "WF." A grade of "WF" is computed into the grade point average as an "F."

Withdrawal from the Institution

A student may withdraw from CCA at any time. No notation of courses attempted will be made on the permanent record of a student who withdraws before the last day for late registration. A notation, for each course, of withdraw passing or withdraw failing will be made on the permanent record of a student who withdraws after the last day to withdraw from a course with a "W." A grade of "WP" will not be computed into the student's grade point average. A grade of "WF" will be computed into the student's grade point average as an "F."

To withdraw officially the student must get the Withdrawal Form from the Registrar's office and obtain the required signatures as indicated on the form. I.D. cards must be returned to the Business office. The date of withdrawal is noted on the student's permanent record.

Administrative Withdrawals

The college reserves the right to require at any time the withdrawal of any student whose conduct or academic standing it regards as undesirable, either for the sake of the student or college.

Grades of "W," "WP," and "WF" are recorded for administrative withdrawals. The grade of "W" is not computed in a student's grade point average and, therefore, involves no academic penalty. The administration has the authority to withdraw a student from the college and to revoke the student's registration for the following reasons:

(1) Violation of college registration regulations. If a student registers in violation of the eligibility rules, the registration is declared invalid.

(2) Failure to comply with attendance policy. If a student acquires enough consecutive absences to fail a class, the student may be withdrawn.

(3) Failure to pay tuition and fees by due date. For failure to pay tuition and fees, only "W" is assigned.

(4) Disciplinary suspension or dismissal before the week of final examinations. For disciplinary suspension or dismissal, only "WP" or "WF" grades are assigned. Disciplinary suspensions or dismissals are initiated by the Vice President of Student Affairs or designee. Written notification is sent to the Registrar, who withdraws the student's registration and notifies other administrative offices, faculty and advisors as necessary.

(5) Other reasons deemed appropriate by the Administrative Council. In other instances of administrative withdrawal, the date of the withdrawal and the reasons for the withdrawal are used to determine the grade to be recorded and the amount of tuition and fees to be assessed or canceled.

For administrative withdrawals during the first five weeks of a semester or two weeks in a summer session, the grade of "W" is recorded for all grades on a student's transcript. No other grades, such as incompletes, are assigned. After this period, the date of the administrative withdrawal and the reason for the withdrawal are considered. If faculty members have reason to inquire about a specific case of Administrative Withdrawal, they should consult the Registrar or the Vice President for Academic Affairs. In certain instances, the student's right to confidentiality may not permit full disclosure of the circumstances.

Final Examinations

Final examinations, scheduled by the Registrar, are held in all subjects at the close of each semester. Attendance for the final examination is required.

Evaluation of Credits

Credit is normally granted for any course successfully completed in an accredited or affiliated college which parallels a course in the student's educational program at CCA. Certain exceptions are found in the bachelor degree programs. For further information, contact the Director of the program.

A tentative evaluation of courses presented on an official transcript(s) for advanced standing from institutions of higher education not accredited by any of the recognized agencies is made at the time of admission to CCA.

Academic Honors

Students who complete their degree requirements with an overall cumulative grade point average between 3.50 and 3.69 will receive their degrees designated cum laude; those with grade point averages between 3.70and 3.89 will receive their degrees designated magna cum laude; and those with grade point averages of 3.90 or above will receive degrees designated summa cum laude.

Academic Records

All academic records (transcripts, etc.) and related materials are kept in the Registrar's office. Students have the right to inspect them and to have any inaccurate or misleading information corrected. The Vice President for Academic Affairs is responsible for seeing that any justifiable corrections are made.

Upon written request to the Registrar's office signed by the student, a transcript will be sent to other institutions or organizations. The first such transcript is free; each additional request must be accompanied by a fee of $10.00.

Degrees Offered

Concordia College Alabama (CCA) offers the Associate of Arts Degree (A.A.) and the Bachelor of Science Degree (B.S.). In the A.A. Degree Program the college is committed to a program of courses serving two groups of students: 1) those planning to further their education at a four-year college or university, and 2) those planning to terminate formal study after two years. The B.S. Program is designed for students who wish to pursue immediate employment and/or graduate studies.

A carefully prepared and executed plan for academic counseling and advising is available to assist students in selecting courses consistent with their special interests, needs, abilities, and goals.

General Education Requirements

General Education at CCA serves as the foundation for professional study and is interdisciplinary in nature. The general education core is designed to give students the breath of knowledge necessary to promote intellectual inquiry. The core does not focus on skills, techniques, and procedures specific *to* the student's occupation. The credit hours are from and include at least one course from each of the following areas: humanities/fine arts; social/behavioral sciences; and natural science/mathematics**.** The core exposes students to a wide range of academic disciplines designed to enhance their chosen program of study and provides them with the foundation to become responsible, intellectual servants in the church, community and the world. **The core is comprised of 47 credit hours aligned with the corresponding anticipated general education outcomes:**

General Education assists the student in:

1) communicating effectively in writing and through oral expression;
2) demonstrating technological literacy
3) applying quantitative reasoning to solve problems;
4) demonstrating an understanding of fine and creative arts;
5) demonstrating critical and logical thinking skills;
6) demonstrating an understanding and appreciation of Christian values and philosophies;
7) demonstrating an understanding and appreciation for culture and diversity
8) demonstrating an understanding and appreciation of the principles of mental and physical health as they apply to the individual and the community.
9) participating in scientific inquiry;

All programs contain the core curriculum for general education. This curriculum includes:

Oral & Writing Competency 9 hrs
English Composition I and II
Oral communication or Speech
To communicate effectively in writing and through oral expression;
To demonstrate critical and logical thinking skills;

Religion 9 hrs
Survey of Bible Doctrine, Lutheran Doctrine and one religion elective
To demonstrate an understanding and appreciation of Christian values and philosophies

Math/Natural Science/Computer Literacy 10 hrs
At least 3 hrs of math, College Algebra or higher; 4hrs of a lab science; one computer course
To apply quantitative reasoning to solve problems and participate in scientific inquiry;
To demonstrate critical and logical thinking skills
To demonstrate technological literacy in basic computer applications;

Social and Behavioral Science 9 hrs
At least one History course and six additional hours of electives in the disciplines

To demonstrate an understanding and appreciation for culture and diversity

To demonstrate an understanding and appreciation of the principles of mental and physical health as they apply to the individual and the community.

Humanities/Fine Arts/Creative Arts 6 hrs
General Speech and introductory foreign language courses are skill courses and not pure Humanities courses, thus will not fulfill the humanities/fine arts requirement.

To demonstrate an understanding and appreciation of fine and creative arts;

To demonstrate critical and logical thinking skills;

Institutionally Designated Options 4hrs
All students are required to take Orientation to College (2hrs). Health/wellness, PE, or elective.

Application for Graduation

Candidates for graduation are expected to file their application one semester prior to the term of graduation. An application will be provided and accepted by the Registrar's Office. Students who fail to complete requirements by the time stated on the application will be required to file a new one. The graduation fee is payable to the Business Office at the time the application is filed but not later than one month prior to the graduation date.

All students pursuing the **Bachelor of Science in Education Degree** must meet the following graduation requirements:

1. Earn a grade point average of 2.5 or higher in each of the following areas: general education, teaching field and professional studies;
2. Earn a grade of "C" or better in all required education courses;
3. Successfully complete required semester hours, including all requirements for the degree;
4. Earn at least 36 of the last 40 semester hours required for graduation in residence;
5. Must have earned satisfactory scores on CCA'S Proficiency Examination and all required Praxis examinations;
6. Successfully complete an internship earning a minimum grade of "B"; and
7. Must have satisfied all financial obligations to the college.

Graduation and Degree Requirements

All students pursuing an **Associate of Arts Degree** must meet the following requirements:

1. Must have a cumulative grade point average of 2.00 or higher in all college work earned;
2. Must have earned a minimum of 64 semester hours, which must include all requirements for the degree, but not include any preparatory hours;
3. Must have earned at Concordia College Alabama (CCA) at least 16 of the last 24 semester hours required for graduation;
4. Must have earned satisfactory scores on CCA's Proficiency Exam;
5. Must have satisfied all financial obligations to the College.

Associate of Arts Degree

The Associate of Arts Degree Program includes requirements from each of the curricular divisions of the college. These requirements provide a nucleus around which students can build an educational experience that will enhance their ability to make reasoned choices and decisions. At the associate level, a student may pursue one of three concentrations: General Studies, Childhood Development, and Applied Management.

ASSOCIATE OF ARTS DEGREE IN GENERAL EDUCATION
Curriculum 64 credit hrs total

ORIENTATION:		2 hours
OTC 100	Orientation to College	1 hr.
IDS 100	Interdisciplinary Skills	1 hr
RELIGION:		9 hours
REL 110	Hist. & Lit. of Old Testament	3 hrs.
REL 120	Hist. & Lit. of New Testament	3 hrs.
REL 300	Lutheran Doctrine	3 hrs
ORAL & WRITING COMPETENCY:		9 hours
ENG 111	English Composition I	3 hrs.
ENG 112	English Composition II	3 hrs.
ENG 205	General Speech	3 hrs.
HUMANITIES:		6 hours
ENG 211 or 212	World Literature I or II	3 hrs.
MUS 125	Music Appreciation or	3 hrs.
ART 112	Art Appreciation	3 hrs.
Any other Humanities course approved by advisor		
SOCIAL and BEHAVIORAL SCIENCES:		12 hrs.
(any of the following)		
HIS111	Early West. World	3 hrs
HIS112	Modern West. World	3 hrs.
HIS 221	US Hist to 1865	3 hrs
HIS 222	US Hist. Since 1865	3 hrs.
POS 223	American Government (required)	3 hrs.
PSY 110	General Psychology	3 hrs.
BUS 201/202	Principles of Economics I or II	3 hrs
Any other Social Science course approved by advisor		
COMPUTER INFORMATION:		3 hours
CIS 122	Micro Computer Applications	3 hrs.

HEALTH AND PHYSICAL EDUCATION: 2 hours (any Health or Physical Fitness course)

MATHEMATICS:		6 hours
MTH 221	College Algebra or higher (required)	3 hrs.
MTH 110	Elementary Algebra	3 hrs.
MTH 112	Intermediate Algebra	3 hrs
MTH 222	Pre-Calculus	4 hrs.
MTH 223	Calculus and Analytic Geometry I	3 hrs
MTH 224	Calculus and Analytic Geometry II	3 hrs
MTH 225	Applied Statistics (required)	3 hrs.

NATURAL SCIENCES: 8 hours. (at least one lab science as listed below and any other science course student chooses).

BIO 100	General Biology	4 hrs.
BIO 112	Biology II	4 hrs.
BIO 200	General Zoology	4 hrs.
BIO 210	General Botany	4 hrs.
CHE 222	Survey of Chemistry	4 hrs.
CHE 223	General Chemistry I	4 hrs.
CHE 224	General Chemistry II	4 hrs.
PHY 200	College Physics I	4 hrs.
PHY 210	College Physics II	4 hrs.

"FREE" ELECTIVES	see advisor for options	7hrs

ASSOCIATE OF ARTS DEGREE WITH A CONCENTRATION IN CHILDHOOD DEVELOPMENT DEGREE REQUIREMENTS

ORIENTATION:		2 hours
OTC 100	Orientation to College	1 hr.
IDS 100	Interdisciplinary Skills	1 hr

RELIGION:		9 hours
REL 110	Hist. & Lit. of Old Testament	3 hrs.
REL 120	Hist. & Lit. of New Testament	3 hrs.
REL 300	Lutheran Doctrine	3 hrs

ORAL & WRITING COMPETENCY:		9 hours
ENG 111	English Composition I	3 hrs.
ENG 112	English Composition II	3 hrs.
ENG 205	General Speech	3 hrs.

HUMANITIES: 6 hours

Any Humanities course approved by advisor

SOCIAL AND BEHAVIORAL SCIENCES: 9 hrs.
Any course approved by advisor

COMPUTER INFORMATION: 3 hours

HEALTH AND PHYSICAL EDUCATION: 2 hours
Any Health or Physical Fitness course)

MATHEMATICS: (College Algebra or higher) 6 hours

NATURAL SCIENCES: (one lab science) 4 hours.

EDUCATION COURSES 24 hours

ECE 200	ORIENTATION TO ECE	3 hours
ECE 210	CREATIVE ACTIVITIES IN ECE	3 hours
ECE 225	MATH CONCEPTS & METHODS-ECE	3 hours
ECE 325	EMERGENT LITERACY	3 hours
EDU 201	PARENTING	3 hours
EDU 210	ORGANIZATION OF INSTRUCTION	3 hours
EDU 300	INSTRUCTIONAL TECHNOLOGY	3 hours
PSY 200	CHILD GROWTH & DEVELOPMENT	3 hours

ASSOCIATE OF ARTS IN APPLIED MANAGEMENT
TOTAL REQUIREMENTS
68 SEMESTER HOURS

ORIENTATION: 2 hours

OTC 100	Orientation to College	1 hr.
IDS 100	Interdisciplinary Skills	1 hr

RELIGION: 9 hours

REL 110	Hist. & Lit. of Old Testament	3 hrs.
REL 120	Hist. & Lit. of New Testament	3 hrs.
REL 300	Lutheran Doctrine	3 hrs

ORAL & WRITING COMPETENCY: 9 hours

ENG 111	English Composition I	3 hrs.
ENG 112	English Composition II	3 hrs.
ENG 205	General Speech	3 hrs.

HUMANITIES: 6 hours
Any Humanities course approved by advisor

SOCIAL AND BEHAVIORAL SCIENCES: 9 hours

Any course approved by advisor

COMPUTER INFORMATION: 3 hours

HEALTH AND PHYSICAL EDUCATION: 2 hours
Any Health or Physical Fitness course)

MATHEMATICS: (College Algebra or higher) 3 hours
NATURAL SCIENCES: (one lab science) 4 hours

BUSINESS COURSES: 21 hours

BUS 101	Introduction to Business	3hrs
BUS 201	Professional Development	3hrs
BUS 212	Microeconomics	3hrs
BUS 221	Principles of Accounting I	3hrs
BUS 250	Principles of Management	3hrs
BUS 255	Customer Service Management	3hrs
Any Business Elective APPROVED by Advisor		3hrs

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION DEGREE PROGRAM

The Division of Business and Computer Information supports the College's mission to prepare students for service in their chosen area of study. Accordingly, the curriculum provides a balanced rigorous foundation in a learning environment that is conducive for success.

In an environment of mutual trust and support, faculty help students learn the elements of business administration while emphasizing the skills of writing, presentation, and speaking; technological proficiency; and critical thinking in a global context. The students' relationship with faculty is facilitated by small class size. Our students receive the close personal attention of the faculty; they use state-of-the-art computer technologies that will enhance their future specialization studies in business. The faculty works closely with students to instill the values of intellectual integrity and objectivity; tolerance and respect for individuality and diversity; the intrinsic rewards of ethical behavior and social responsiveness; and appropriate competitive vigor balanced with the value of effective collaboration with others. Students are encouraged to vigorously involve themselves in professional service, contributions to society, and the lifelong pursuit of knowledge through scholarship and research.

Goals and Objectives

The Division of Business and Computer Information provides students the opportunity to go forward in the broadest range of professional directions to build sound and rewarding careers. To accomplish this, we offer a quality education in different areas of business administration. The Business Administration curriculum offers student three areas of concentration: **management, organizational leadership and management information systems**. These specialties prepare students for active participation in the business field as managers, financiers, or supervisors in public and private industry. Overall, **Business and Computer Information Systems Division's Student Learning Goals are:**

Goal 1: Students will demonstrate quantitative analytical skills to analyze and interpret business information.
Goal 2: Students will demonstrate critical thinking skills to solve business problems.
Goal 3: Students will demonstrate an understanding of ethical, social responsibility, and citizenship.
Goal 4: Students will demonstrate the knowledge to compete in a global business environment.
Goal 5: Students will demonstrate technological and computer literacy when performing business tasks.
Goal 6: Students will demonstrate the ability to individually and collaboratively present written and oral business information.
Goal 7: Students will demonstrate an understanding of the functional areas of accounting, marketing, finance, management, economics, legal environment, and human resource management.*

*Although the three concentrations in the Bachelor of Science in Business Administration share a common core of courses, each concentration has additional concentration-specific outcomes to support these goals.

Program Outcomes

For the Business Administration degree, Outcomes 1-6 align with the college's general education outcomes; Outcomes 7- 13 align with the common core business courses shared by all three concentrations; Outcomes 14-15 are specific to each concentration and reflect the skill sets and knowledge unique to each concentration and are denoted with an asterisk.

Bachelor of Science in Business Administration degree with a concentration in Organizational Leadership

Upon successful completion of CCA's, Bachelor of Science in Business Administration degree with a concentration in Organizational Leadership students will be able to:

1. Apply statistical and quantitative skills in collecting, analyzing, and interpreting business data to make and justify evidence-based business decisions.
2. Apply critical thinking skills to identify and analyze business problems and to evaluate and implement solutions.
3. Identify the ethical implications associated with business practices and apply ethical principles to decision-making.
4. Explain cultural, economic, social and legal environments faced by organizations in global markets.
5. Use computer hardware, software, the Internet, cloud computing and other technological tools to perform business functions.
6. Communicate business information effectively utilizing appropriate forms of oral and written communications.
7. Perform basic functions of accounting in accordance with professional standards.
8. Explain how managers use and analyze managerial accounting information to make decisions.
9. Explain various economic principles and concepts fundamental to business.

10. Define and explain concepts, frameworks, and techniques of strategic management.
11. Explain the legal and/or regulatory implications of business transactions.
12. Use financial analysis and budgeting concepts in decision-making.
13. Explain the issues involved with acquiring human resources including job analysis, human resource planning, equal opportunity law, recruitment, and selection.
14. Compare and contrast various leadership theories and models in organizations.*
15. Explain how leaders influence an organization's culture.*

Bachelor of Science in Business Administration degree with a concentration in Management

Upon successful completion of CCA's, Bachelor of Science in Business Administration degree with a concentration in Management students will be able to:

1. Apply statistical and quantitative skills in collecting, analyzing, and interpreting business data to make and justify evidence-based business decisions.
2. Apply critical thinking skills to identify and analyze business problems and to evaluate and implement solutions.
3. Identify the ethical implications associated with business practices and apply ethical principles to decision-making.
4. Explain cultural, economic, social and legal environments faced by organizations in global markets.
5. Use computer hardware, software, the Internet, cloud computing and other technological tools to perform business functions.
6. Communicate business information effectively utilizing appropriate forms of oral and written communications.
7. Perform basic functions of accounting in accordance with professional standards.
8. Explain how managers use and analyze managerial accounting information to make decisions.
9. Explain various economic principles and concepts fundamental to business.
10. Define and explain concepts, frameworks, and techniques of strategic management.
11. Explain the legal and/or regulatory implications of business transactions.
12. Use financial analysis and budgeting concepts in decision-making.
13. Explain the issues involved with acquiring human resources including job analysis, human resource planning, equal opportunity law, recruitment, and selection.
14. Use marketing information to design effective marketing strategies *
15. Compare and contrast the various management styles and strategies.*

Bachelor of Science in Business Administration degree with a in concentration in Management Information Systems

Upon successful completion of CCA's, Bachelor of Science in Business Administration degree with a concentration in Management Information Systems students will be able to:

1. Apply statistical and quantitative skills in collecting, analyzing, and interpreting business data to make and justify evidence-based business decisions.
2. Apply critical thinking skills to identify and analyze business problems and to evaluate and implement solutions.
3. Identify the ethical implications associated with business practices and apply ethical principles to decision-making.
4. Explain cultural, economic, social and legal environments faced by organizations in global markets.
5. Use computer hardware, software, the Internet, cloud computing and other technological tools to perform business functions.
6. Communicate business information effectively utilizing appropriate forms of oral and written communications.
7. Perform basic functions of accounting in accordance with professional standards.
8. Explain how managers use and analyze managerial accounting information to make decisions.
9. Explain various economic principles and concepts fundamental to business.
10. Define and explain concepts, frameworks, and techniques of strategic management.
11. Explain the legal and/or regulatory implications of business transactions.
12. Use financial analysis and budgeting concepts in decision-making.
13. Explain the issues involved with acquiring human resources including job
14. analysis, human resource planning, equal opportunity law, recruitment, and selection.
15. Explain how mangers use information systems to improve business operations.*
16. Identity the major steps and goals of the systems development process.*

Admission to the Program

Students are admitted as intended business majors after the completion of all admission requirements for the Division of Business and Computer Information Systems. Sophomore or transfer students seeking admission must have completed at least 45 semester hours of coursework with at least a "C" (2.00) grade point average. Transfer students must have completed at least twenty four (24) of their hours at Concordia College Alabama (CCA). The following are the admission requirements.

1) pass all proficiency examinations (math, English, and reading);

2) successfully complete the following courses:
   English Composition I and II
   General Speech
   College Algebra
   A natural science course

3) pass the following business courses with at least a "C" or better in each course:
   Introduction to Business
   Principles of Economics I

The Division of Business and Computer Information Systems will accept courses in business from two and four-year colleges accredited by their regional accreditation body. These courses may be applied to the core requirements or the professional option requirements where applicable, provided they are (a) similar in nature to the course at CCA and (b) a grade of "C" or better was received in the course.

The Division of Business and Computer Information Systems will not accept a "D" grade in the professional option. The Bachelor of Science degree in Business Administration will be awarded after completion of required semester hours of credit in the following disciplines and completion of the core exam seminar.

Waivers, substitutions, and other modification of this policy will be considered by the division chairperson.

Graduation Requirements

All students pursuing the **Bachelor of Science in Business Administration Degree** must meet the following graduation requirements:

1. Must have earned the minimum number of semester hours required for the degree, but not include any preparatory courses;
2. Must have earned a minimum cumulative grade point average of 2.5
3. Must have a grade of no less than "C" in all major course components;
4. Must have earned at CCA at least 36 of the last 40 semester hours required for graduation;
5. Must have earned satisfactory scores on CCA'S Proficiency Examination
6. Must pass the Comprehensive Examination in Business;
6. Must have satisfied all financial obligations to the college.

Degree Requirements

All students pursing the Bachelor of Science Degree must satisfy 58 hours in General Education, 48 total hours in the Business Administration core curriculum and 18 hours in their chosen area of concentration.

Curriculum:
General Education at CCA serves as the foundation for all professional study and is interdepartmental in nature. The General Education requirements include courses in the following areas totaling a minimum of 58 credit hours:

ORIENTATION:		2 sem. hours
OTC 100	Orientation to College	1 hr.
IDS 100	Interdisciplinary Skills	1 hr

RELIGION: 9 sem. hours

REL 110	Hist. & Lit. of Old Testament	3 hrs.
REL 120	Hist. & Lit. of New Testament	3 hrs.
REL 300	Lutheran Doctrine	3 hrs

ORAL & WRITING COMPETENCY 9 hrs

ENG 111	English Composition I	3 hrs.
ENG 112	English Composition II	3 hrs.
ENG 205	General Speech	3 hrs.

HUMANITIES: 6 sem. hours

ENG 211 or 212	World Literature I or II	3 hrs.
MUS 125	Music Appreciation or	3 hrs.
ART 112	Art Appreciation	3 hrs.

Any other Humanities course approved by advisor

SOCIAL SCIENCES: 9 sem. hrs. (any of the following)

HIS111	Early West. World	3 hrs
HIS112	Modern West. World	3 hrs.
HIS 221	US Hist to 1865	3 hrs
HIS 222	US Hist. Since 1865	3 hrs.
POS 223	American Government (required)	3 hrs.
PSY 110	General Psychology	3 hrs.
BUS 201/202	Principles of Economics I or II	3 hrs

Any other Social Science course approved by advisor

COMPUTER INFORMATION: 3 sem. hours

CIS 122	Micro Computer Applications	3 hrs.

HEALTH AND PHYSICAL EDUCATION: 2 sem. Hours (any Health or Physical Fitness course)

MATHEMATICS: 9 or 10 sem. hrs.

MTH 221	College Algebra or higher (required)	3 hrs.
MTH 110	Elementary Algebra	3 hrs.
MTH 112	Intermediate Algebra	3 hrs
MTH 222	Pre-Calculus	4 hrs.
MTH 223	Calculus and Analytic Geometry I	3 hrs
MTH 224	Calculus and Analytic Geometry II	3 hrs
MTH 225	Applied Statistics (required)	3 hrs.

NATURAL SCIENCES: 8 sem. hrs. (at least one lab science as listed below and any other science course as required by the major).

BIO 100	General Biology	4 hrs.
BIO 112	Biology II	4 hrs.
BIO 200	General Zoology	4 hrs.
BIO 210	General Botany	4 hrs.
CHE 222	Survey of Chemistry	4 hrs.

CHE 223	General Chemistry I	4 hrs.
CHE 224	General Chemistry II	4 hrs.
PHY 200	College Physics I	4 hrs.
PHY 210	College Physics II	4 hrs.

Business Administration Core: (18 hours lower level and 30 hours upper level)

Lower Level Core: 18 credit hours

BUS 131	Introduction to Business	3hrs
BUS 200	Professional Development	3hrs
BUS 201	Microeconomics	3hrs
BUS 202	Macroeconomics	3hrs
BUS 213	Principles of Accounting I	3hrs
BUS 214	Principles of Accounting II	3hrs

Upper Level Core: 30 credit hours

BUS 301	Principles of Finance	3hrs
BUS 302	Principles of Marketing	3hrs
BUS 310	Principles of Management	3hrs
BUS 320	Business Communication	3hrs
BUS 338	Legal Environment	3hrs
BUS 436	Human Resource Management	3hrs
BUS 492	Organizational Behavior	3hrs
BUS 497	Business Policy	3hrs
BUS 499	Business Capstone	3hrs
CIS 401	Management Information Systems	3hrs

Concentration: 18 credit hours (Students choose from one of the three concentrations listed below):

Management

Concentration: 18 semester hours- Select any six courses below

CIS 322	Internet and Business Applications	3hrs
CIS 362	E-Commerce	3hrs
BUS 216	Sports Management	3hrs
BUS 313	Intro to Public Relations	3hrs
BUS 362	Labor Management	3hrs
BUS 365	Managerial Economics	3hrs
BUS 401	Production Management	3hrs
BUS 405	Entrepreneurship	3hrs
BUS 435	Office Management	3hrs
BUS 401	Production Management	3hrs
BUS 487	Sales Management	3hrs
BUS 494	Management Science	3hrs

Organizational Leadership

BUS 313	Intro. To Public Relations	3hrs
BUS 365	Theory and Practice of Leadership	3hrs
BUS 394	International Business	3hrs
BUS 457	Conflict Management for Team Leaders	3hrs
BUS 458	Leading Organizational Innovation & Organizational Effectiveness	3hrs
BUS 487	Current Issues and Ethics in Organizational Effectiveness	3hrs

Management Information Systems

CIS 221	Programming I	3hrs
CIS 222	Programming II	3hrs
CIS 322	Internet and Business	3hrs
CIS 352	Database Management I	3hrs
CIS 353	Database Management II	3hrs
CIS 362	Electronic Commerce	3hrs

BACHELOR OF SCIENCE IN EDUCATION DEGREE PROGRAM

The primary goal of the teacher education program is providing for the development of professional understanding of the processes and purposes of education, and the disposition and competencies that are essential to successful teaching. The following outcomes outline the knowledge, skills, and dispositions pre-service teachers develop though course work, directed observation experiences, and student teaching in local schools. Program objectives are cross-referenced with the Alabama Quality Teaching Standards and are aligned with the Mission and Vision of Concordia College Alabama (CCA).

A successful CCA graduate:

1. Is an effective communicator
2. Facilitates learning for all students
3. Maintains current professional knowledge and abilities
4. Develops creative and nurturing learning environments
5. Maintains a professional disposition
6. Participates in ongoing professional development
7. Assesses student learning effectively

CCA offers two majors in the Bachelor of Science in Education Program: Elementary Education prepares teachers for Kindergarten through 6th grade and Early Childhood Education prepares teachers for Pre-school through 3rd grade.

Requirements for the Bachelor of Science degree include a total of 137 semester credit hours:

General Education	71
Professional Studies	21
Teaching Field	33
Internship	12
	137

Prospective teachers who pursue certification in Pre-school through 3rd grade will follow the early childhood education curriculum. Early childhood teaching field courses include:

ECE 300 Introduction to Early Childhood Education

ECE 310 Instructional Strategies for the Young Child

Prospective teachers who pursue certification in Kindergarten through grade 6 will follow the elementary education curriculum. Elementary Education teaching filed courses include:

ELE 300 Elementary School Curriculum

ELE 310 Teaching Social Studies in Elementary School

For those who wish to be teachers in the elementary or pre-schools of The Lutheran Church—Missouri Synod, additional requirements for the Lutheran Teacher Diploma are required. Persons interested in this program should contact the Division of Education's Placement Director for Lutheran Teachers Program.

Graduates of CCA's teacher education program are expected to demonstrate content area knowledge in their field of specialization, an understanding of students' developmental and cognitive abilities, and the ability to utilize appropriate methods and materials in the classroom. All teacher education candidates are required to pass CCA's Proficiency Examination and the Basic Skills (Praxis I) portion of the Alabama Educator Certification Training Program (AECTP) before being accepted into the program. Prospective teachers must pass all required Praxis ~~II~~ to apply for internship.

Issuance of an Alabama teaching certificate is the legal responsibility of the Alabama State Department of Education. Institutions cannot issue a professional certificate. Persons who are unable to demonstrate both knowledge and ability as described above will not be recommended for a teaching certificate even though their academic records show all the necessary courses. To qualify for a certificate, a candidate must complete the approved course of study and all testing requirements. When a candidate successfully completes the approved course of study, the institution recommends to the State Department of Education that the appropriate certificate be issued.

Admission Requirements for Teacher Certification Program

To enter a teacher certification program, candidates must successfully complete all admissions requirements, including the completion of a formal application for admission to a teacher education program. Formal admission is required before any candidate is permitted to register for professional internship. Formal admission is granted on the basis of the candidate's qualifications according to policies established by the State Board of Education and Concordia College Alabama (CCA). These policies are subject to change; therefore, candidates should contact the Office of Teacher Education to determine the exact admission requirements at a given time.

Application for admission to a teacher education program must be filed with the Office of Teacher Education at least one semester prior to the semester of desired admission. Requirements for admission include the following:

- Pass the Basic Skills (Praxis I) portion of the AECTP
- Earn a cumulative GPA of 2.75 or higher.
- Earn a minimum of 2.0 on all English, Math, Science, and Technology courses
- Receive satisfactory recommendations from department chairperson, advisor, and faculty members.
- Satisfactorily complete an interview to determine personal qualities and potential for teaching.
- Submit a writing sample
- Submit health/immunization, speech and hearing forms
- Receive clearance form ABI/FBI background check.
- Pay all relevant fees and purchase a Teacher Education Handbook
- May complete a maximum of 5 Professional studies courses as indicated on the State Department Approved Program checklist.

Note: As stipulated by the State Department of Education, candidates will not be allowed to enroll in certain Teaching Field or Professional Studies courses without having been admitted to the Teacher Education Program. For additional information, see the Certification Officer or the Division Chairperson of Education.

The following semester hours are required of all candidates:

General Education Courses - 71 semester hrs.

ORIENTATION: 2 sem. hours

OTC 101, Orientation to College	1 hr.
IDS 100 Interdisciplinary Skills	1 hr

RELIGION: 9 sem. Hours

REL 110, Hist. & Lit. of Old Testament	3 hrs.
REL 120, Hist. & Lit. of New Testament	3 hrs.
REL 300 Lutheran Doctrine	3 hrs

HUMANITIES: 18 sem. hours

ENG 111, English Composition I	3 hrs.
ENG 112, English Composition II	3 hrs.
ENG 211 or ENG 212 World Literature Elective	3 hrs.
ENG 205 General Speech	3 hrs.
IDS 300, Contemporary Issues or Literature Elective	3 hrs.
MUS 125 Music Appreciation, ENG200 Drama, or ART200	3 hrs.

SOCIAL SCIENCES: 12 sem. hrs.

HIS111 Early West. World or HIS112, Modern West. World	3 hrs.
HIS 221 US Hist to 1865 or HIS 222, US Hist. Since 1865	3 hrs.
PSY 110, General Psychology	3 hrs.
BUS 201/202 Principles of Economics I or II or GEO230 World Geography	3 hrs

COMPUTER INFORMATION: 3 sem. hours

CIS 122, Micro Computer Applications	3 hrs.

HEALTH AND PHYSICAL EDUCATION: 3 sem. Hours

HPR 111, Personal Physical Fitness	1 hr.
HPR 222, Personal & Community Health	2 hrs.

MATHEMATICS: 12 sem. hrs.

MTH 110 Elementary Algebra	3 hrs.
MTH 112, Intermediate Algebra	3 hrs.
MTH 221, College Algebra (required)	3 hrs.
MTH 222, Pre-Calculus	4 hrs.
MTH 225, Applied Statistics	3 hrs.
MTH 300, Mathematics for Teachers (required)	3 hrs.
MTH 231, Calculus and Analytic Geometry I	4 hrs.
MTH 232, Calculus and Analytic Geometry II	4 hrs.

NATURAL SCIENCES: 12 sem. hrs.

BIO 100, General Biology (required)	4 hrs.

BIO 112 Biology II (required)	4 hrs.
BIO 200 General Zoology	4 hrs.
BIO 210, General Botany	4 hrs.
CHE 222, Survey of Chemistry	4 hrs.
CHE 223, General Chemistry I	4 hrs.
CHE 224, General Chemistry II	4 hrs.
PHY 200, College Physics I	4 hrs.
PHY 210, College Physics II	4 hrs.

Teaching Field and Professional Studies

CCA's required courses include field experiences in the Teaching Field and Professional Studies to prepare competent elementary and early childhood teachers.

Early Childhood Major. The Early Childhood Major prepares candidates with knowledge and ability to provide students from birth through grade 3 with a continuum of experiences designed to help them achieve their potential by learning about themselves, their world, and others through participation in expressive and creative activities, verbal and physical interaction with materials and natural phenomena in developmentally appropriate ways that meet physical, social, emotional, and intellectual needs of children

Elementary Major. The Elementary Major prepares candidates to understand the developmental nature and diversified learning styles of students. Upon completion of the program, they have the knowledge, abilities, and commitment to provide a balanced instructional program in the elementary school which emphasizes knowledge, disposition, and skills. CCA's Elementary graduates are able to assist students, within the limits of ability and stage of development, to achieve their maximum potential.

Teaching Field (33 semester hours):

EDU 305, Children's Literature	3 hrs.
EDU 310 Reading Skills Development	3 hrs.
EDU 320, Teaching Health and Physical Education	3 hrs.
EDU 330, Teaching Math	3 hrs.
EDU 340, Teaching Science	3 hrs.
EDU 350, Teaching Reading	3 hrs.
EDU 360, Teaching Fine Arts	3 hrs.
EDU 380, Teaching Language Arts	3 hrs.
EDU 480, Diagnosis & Remediation of Reading Difficulties	3 hrs.

Early Childhood Majors:

ECE 300, Introduction to Early Childhood	3 hrs.
ECE 310, Instructional Strategies for the Young Child	3 hrs.

Elementary Education Majors:

ELE 300, Elementary School curriculum	3 hrs.
ELE 310, Teaching Social Studies in the Elem. School	3 hrs.

Professional Studies. The total number of semester hours in this component is 21 covering the following areas of professional studies:

EDU 220, Educational Foundations	3 hrs.
PSY 200, Child Growth and Development	3 hrs
EDU 300, Intro to Instructional Technology	3 hrs.
PSY 300, Educational Psychology	3 hrs.
EDU 410, Classroom Organization and Management	3 hrs.
EDU450, Measurement & Evaluation in Tchng.& Lrng.	3 hrs.
EDU 490, Inclusion and the Exceptional Learner	3 hrs.

INTERNSHIP: 12 sem. hrs.

EDU 495 Internship in education	12 hrs.

All Teaching Field and Professional Studies Courses, above, require field experience.

Total Semester Hour Requirements for the Bachelor's Degree with a major in either Early Childhood or Elementary Education: 137 sem. hrs.

Lutheran Teacher Diploma Requirements

The Lutheran Teacher Diploma is available only to candidates who are members in good standing in a congregation of The Lutheran Church-Missouri Synod. Other candidates who are interested may complete these requirements but will not be eligible for membership in the Synod on the roster, Commissioned Ministers - Teachers.

REQUIREMENTS: 18 sem. hrs.

*REL 110, History and Literature of the Old Testament	3 hrs.
*REL 120, History and Literature of the New Testament	3 hrs.
*REL 300, Lutheran Doctrine I	3 hrs.
REL 301, Lutheran Doctrine II	3 hrs.
EDU 400, Teaching Religion/Office of Ministry	3 hrs.
An elective in Religion or Lutheran Education	3 hrs

*Courses required in General Education

EDU 400, Teaching Religion/Office of Ministry requires 12 hours of field experience.

Total Semester Hour Requirements for the Bachelor's Degree and the Lutheran Teacher Diploma: 143 sem. hrs.

Bachelor of Science Degree in ECE/Pre-School Education

CCA offers a Bachelor of Science Degree in Pre-School Education. The program is designed for individuals interested in careers related to early childhood development but who are not interested in certification to teach in the public school systems. Pre-School Education differs from the state approved program in Early Childhood in that it focuses on pre-school education and is designed to prepare individuals with the knowledge and abilities to provide children from birth through age 5 with a continuum of experiences. This degree focuses on learning how to guide young children to achieve their potential by learning about themselves, their world, and others through participation in expressive and creative activities and through verbal and physical interaction with materials and natural phenomena in developmentally appropriate ways that meet physical, social, emotional, and intellectual needs. CCA's Pre-School Education program does not require certification from the State of Alabama.

Outcomes and Learning Objectives of the Program
Graduates of CCA's ECE/Pre-School Education program are expected to demonstrate content area knowledge in the field of specialization, an understanding of children's developmental and cognitive abilities, and the ability to utilize appropriate methods and materials in the learning environment. Graduates of the program are provided the learning experiences to be effective educators.

Admission, Curriculum and Graduation Requirements
To be admitted to the program, candidates must successfully complete all admission requirements to the college, including the completion of a formal application for admission to the Teacher Education Program. Requirements for admission to and graduation from the Teacher Education Program for the proposed degree will include the following:

- Pass the Concordia College Alabama Proficiency Examination for General Education
- Earn a cumulative GPA of 2.5 or higher in all English, Math, Science, and Technology courses.
- Receive a satisfactory recommendation from a department chairperson, advisor, and faculty member.
- Satisfactorily complete an interview to determine personal qualities and potential for success.
- Submit health/immunization, speech and hearing forms.
- Receive clearance from ABI/FBI background check.
- Pay all relevant fees.

The Pre-School Education program requires 124 hours with a minimum of 67 hours in the General Studies curriculum, 21 hours in Professional Studies, 30 hours in the Early Childhood Teaching Field, and 6 hours in a Capstone Project and Professional Development.

Course Requirements ECE/Preschool Education Degree
General Education - 67 semester hrs.

ORIENTATION: 2 sem. hours	
OTC 101, Orientation to College	1 hr.
IDS 100 Interdisciplinary Skills	1 hr.
RELIGION: 9 sem. Hours	
REL 110, Hist. & Lit. of Old Testament	3 hrs.
REL 120, Hist. & Lit. of New Testament	3 hrs.
REL 300 Lutheran Doctrine	3 hrs.
HUMANITIES: 18 sem. hours	
ENG 111, English Composition I	3 hrs.
ENG 112, English Composition II	3 hrs.
ENG 211 or ENG 212 World Literature Elective	3 hrs.
ENG 205 General Speech	3 hrs.
IDS 300, Contemporary Issues or Literature Elective	3 hrs.
MUS 125 Music Appreciation, ENG200 Drama, or ART200	3 hrs.

SOCIAL SCIENCES: 12 sem. hrs.

HIS111 Early West. World or HIS112, Modern West. World	3 hrs.
HIS 221 US Hist to 1865 or HIS 222, US Hist. Since 1865	3 hrs.
PSY 110, General Psychology (required)	3 hrs.
Social Science Elective	3 hrs

COMPUTER INFORMATION: 3 sem. hours

CIS 122, Micro Computer Applications	3 hrs.

HEALTH AND PHYSICAL EDUCATION: 3 sem. Hours

HPR 111, Personal Physical Fitness	1 hr.
HPR 222, Personal & Community Health	2 hrs.

MATHEMATICS: 12 sem. hrs.

MTH 110 Elementary Algebra	3 hrs.
MTH 112, Intermediate Algebra	3 hrs.
MTH 221, College Algebra (required)	3 hrs.
MTH 222, Pre-Calculus	4 hrs.
MTH 223, Calculus and Analytic Geometry I	3 hrs.
MTH 224, Calculus and Analytic Geometry II	3 hrs.
MTH 225, Applied Statistics	3 hrs.
MTH 300, Mathematics for Teachers (required)	3 hrs.

NATURAL SCIENCES: 8 sem. hrs.

BIO 100, General Biology	4 hrs.
BIO 112 Biology II	4 hrs.
BIO 200 General Zoology	4 hrs.
BIO 210, General Botany	4 hrs.
CHE 222, Survey of Chemistry	4 hrs.
CHE 223, General Chemistry I	4 hrs.
CHE 224, General Chemistry II	4 hrs.
PHY 200, College Physics I	4 hrs.
PHY 210, College Physics II	4 hrs.

Teaching Field and Professional Studies

<u>Teaching Field</u> (30 semester hours):

EDU 201	Parenting, Home, School, Community Relations	3 hrs.
ECE 300	Introduction to Early Childhood	3 hrs.
ECE 310	Instructional Strategies for the Young Child	3 hrs.
EDU 305	Children's Literature	3 hrs.
EDU 325	Emergent Literacy or Reading Skills Development	3hrs
EDU 350	Teaching Reading	3hrs.
EDU 330	Teaching Math	3 hrs.
EDU 340	Teaching Science	3 hrs.
EDU 360	Teaching Fine Arts (or EDU 371)	3 hrs.
EDU 380	Teaching Language Arts	3 hrs.

Professional Studies. (21 semester hours)

EDU 220	Educational Foundations (or EDU101 & EDU200)	3 hrs.
PSY 200	Child Growth and Development	3 hrs
EDU 300	Intro to Instructional Technology	3 hrs.
EDU 315	Educational Psychology	3 hrs.
EDU 410	Classroom Organization and Management	3 hrs.
EDU 450	Measurement and Assessment in Teaching	3 hrs.
EDU 490	Inclusion and the Exceptional Learner	3 hrs.

Capstone Project:

ECE 495 Capstone and professional development 6 hrs. The Capstone Project is a senior teaching portfolio. It consists of the student's philosophy of education and examples of the philosophy implemented within the learning environment. Students will be required to make a formal presentation to professors, peers, and the campus community. The student will be evaluated by three members of the education faculty on the basis of professionalism, understanding of various aspects of the content area, pedagogy, and communication skills.

BACHELOR OF SCIENCE IN SOCIAL AND BEHAVIORAL SCIENCE PROGRAM

The purpose of the Bachelor of Science program in Social and Behavioral Science (SBS) is to provide graduates with a comprehensive knowledge of various aspects of this field and how to apply the knowledge to specific academic and working situations. Students will apply theory to practice. The SBS curriculum is designed to empower graduates as critical thinkers, ethical professionals, and competent communicators concerning matters of counseling, social service, and human relations at the local, state, national, and international levels. Program objectives are aligned with the Mission and Vision of Concordia College Alabama (CCA). Graduates of the Social and Behavioral Sciences program will demonstrate the competencies and dispositions listed below:

Theoretical Thinking: acquire an extensive understanding of social and behavioral sciences theory, indicating the value of theory and apply theoretical constructs to the natural world and human behavior.

Cultural thinking: an understanding of important elements of culture, including beliefs, values, norms, languages, and practices; and appreciate complex interactions among self, society, and the environment.

Research Critical Thinking: utilize research methods to analyze and interpret data, explain psychological and sociological concepts, and identify significant new research questions in the field.

*Ethical Thinking: r*espect, appreciate, and engage diversity in practice; advance human rights and social justice. Demonstrate commitment to professional growth, conduct, and continued learning.

Behavioral Thinking: articulate how human behaviors are influenced by social structures, institutions, and processes within the contexts of complex and diverse communities; and develop an appreciation for how human behaviors are influenced by a complex variety of cultural, psychological, environmental, and epigenetic factors.

Identify as a professional: function as a organizational leader, applying organizational concepts and theories to analyze and improve work situations; practice engagement, assessment, intervention, and evaluation.

Admission Requirements for the Social and Behavioral Science (SBS) Program

To enter the SBS program, candidates must successfully complete all admissions requirements, including the completion of a formal application for admission. Formal admission is required before any student is permitted to register for professional level courses and internships. Formal admission is granted on the basis of the candidate's qualifications according to policies established by the Division of Social and Behavioral Sciences. These policies are subject to change; therefore, students should contact their program advisor to determine the exact admission requirements.

Application for admission is available in SBS advisors' offices. The application should be completed at least one semester prior to the semester of desired admission. Requirements for admission include the following:

- Earn a cumulative GPA of 2.5 or higher.
- Earn a minimum of 2.5 on all English, Math, Science, and Technology courses

- Receive satisfactory recommendations from department chairperson, advisor, and two faculty members.
- Receive a satisfactory score on CCA's proficiency exam

CURRICULUM
General Education at CCA serves as the foundation for all professional study and is interdepartmental in nature. The General Education requirements include courses in the following areas totaling a minimum of 54 credit hours:

ORIENTATION:		2 sem. hours
OTC 100	Orientation to College	1 hr.
IDS 100	Interdisciplinary Skills	1 hr
RELIGION:		9 sem. hours
REL 110	Hist. & Lit. of Old Testament	3 hrs.
REL 120	Hist. & Lit. of New Testament	3 hrs.
REL 300	Lutheran Doctrine	3 hrs
ORAL & WRITING COMPETENCY		9 hrs
ENG 111	English Composition I	3 hrs.
ENG 112	English Composition II	3 hrs.
ENG 205	General Speech	3 hrs.
HUMANITIES:		6 sem. hours
ENG 211 or 212	World Literature I or II	3 hrs.
MUS 125	Music Appreciation or	3 hrs.
ART 112	Art Appreciation	3 hrs.
Any other Humanities course approved by advisor		

SOCIAL SCIENCES: 9 sem. hrs. (any of the following or any other Social Science course approved by advisor)

HIS111	Early West. World	3 hrs
HIS112	Modern West. World	3 hrs.
HIS 221	US Hist to 1865	3 hrs
HIS 222	US Hist. Since 1865	3 hrs.
POS 223	American Government (required)	3 hrs.
PSY 110	General Psychology	3 hrs.
BUS 201/202	Principles of Economics I or II	3 hrs

COMPUTER INFORMATION: 3 sem. hours

CIS 122	Micro Computer Applications	3 hrs.

HEALTH AND PHYSICAL EDUCATION: 2 sem. Hours (any Health or Physical Fitness course)

MATHEMATICS: 6 or 7 sem. hrs.

MTH 221	College Algebra or higher (required)	3 hrs.
MTH 110	Elementary Algebra	3 hrs.
MTH 112	Intermediate Algebra	3 hrs
MTH 222	Pre-Calculus	4 hrs.
MTH 223	Calculus and Analytic Geometry I	3 hrs
MTH 224	Calculus and Analytic Geometry II	3 hrs
MTH 225	Applied Statistics (required)	3 hrs.

NATURAL SCIENCES: 8 sem. hrs. (at least one lab science as listed below and any other science course as required by the major).

BIO 100	General Biology	4 hrs.
BIO 112	Biology II	4 hrs.
BIO 200	General Zoology	4 hrs.
BIO 210	General Botany	4 hrs.
CHE 222	Survey of Chemistry	4 hrs.
CHE 223	General Chemistry I	4 hrs.
CHE 224	General Chemistry II	4 hrs.
PHY 200	College Physics I	4 hrs.
PHY 210	College Physics II	4 hrs.

The required courses for the Social and Behavioral Sciences major includes the following 72 semester hours.

SOCIAL AND BEHAVIORAL PRESCRIPTIVE COURSES: 54 hours

SOC 110	Introduction to Cultural Anthropology	3 hrs
SWK 101	Introduction to Social Work	3 hrs
SWK 102	Intro to Human Services	3 hrs
SOC 201	Introduction to Sociology	3 hrs
SOC 202	Human Behavior in the Social Environment	3 hrs
REL 305	Christian Ethics	3 hrs
PSY 201	Human Growth and Development	3 hrs
SOC/SWK 222	Social Problems	3 hrs
PSY225	Group Dynamics	3 hrs
SOC/SWK 245	Issues of Diversity in Social Service	3 hrs
PSY/SOC301	Marriage and Family	3 hrs
PSY/SOC 305	Social Psychology	3 hrs
PSY315	Personality Theories	3 hrs
SOC 315	Sociological Theory	3 hrs
PSY/SOC 300	Intro Social/Behavioral Sciences Research	3 hrs
PSY/SOC 495	SBS Capstone & Internship	9 hrs

AREA OF INTEREST (ELECTIVES) Choose 18 hours from each of the following areas:

Psychology

PSY101	Introduction to Mental Health	3 hrs
PSY 206	Introduction to Counseling	3 hrs
PSY 260	Parent & Adolescent Relationships	3 hrs

PSY 310	Criminal Psychology	3 hrs
PSY 320	Abnormal Psychology	3 hrs
PSY 425	Psychology of Aging (Gerontology Course)	3 hrs
PSY/SOC 235	Human Sexuality	3 hrs

Sociology

SOC 215	Comparative Race and Ethnic Relations	3 hrs
SOC 235	Population and Society	3 hrs
SOC 260	Urban Sociology	3 hrs
PSY/SOC 280	Juvenile Theory	3 hrs
SOC 310	Sociology of Religion	3 hrs
SOC 330	Death & Dying	3 hrs
SOC 340	The Family	3 hrs

Related Electives*

SWK 210	Meeting the Needs of Children	3hrs
SWK 230	Community Theory and Practice	3 hrs
SOC/SWK 320	Public Policy and Social Services	3 hrs
PSY/SOC/RSH 301	Qualitative Methods	3 hrs
PSY/SOC/RSH 401	Quantitative Methods	3 hrs

*Students pursuing graduate degrees are encouraged to choose PSY/SOC/RSH301 and 401)

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE DEGREE PROGRAM

The Bachelor of Science in Criminal Justice Program provides graduates a comprehensive knowledge of criminology and the criminal justice system. Specifically, graduates will be able to apply theory to practice. The curriculum is designed to empower graduates as critical thinkers, ethical professionals, and competent communicators concerning matters of crime and justice at the local, state, national, and international levels.

Program objectives address the professional knowledge, skills, and dispositions for graduates. Graduates of the Criminal Justice Program will be able to demonstrate these competencies.

- An understanding of the nature and operation of the three components of the criminal Justice system.
- An understanding of the US Criminal Justice system and the scope of responsibilities to the various local, state, and federal law enforcement agencies beginning with arrest through parole.
- An understanding of the nature of crime in the United States.
- An understanding of major theories in criminal justice, including application and critique
- An understanding of skills and methods in forensic investigation or crime analysis.
- Ability to communicate knowledge effectively, both written and orally.

The Bachelor of Science in Criminal Justice Major must complete the Core Curriculum requirements of Concordia College Alabama. The Core is 58 semester hours from the following courses:

ORIENTATION:		2 sem. hours
OTC 100	Orientation to College	1 hr.
IDS 100	Interdisciplinary Skills	1 hr
RELIGION:		9 sem. hours
REL 110	Hist. & Lit. of Old Testament	3 hrs.
REL 120	Hist. & Lit. of New Testament	3 hrs.
REL 300	Lutheran Doctrine	3 hrs
ORAL & WRITING COMPETENCY:		9 sem. hours
ENG 111	English Composition I	3 hrs.
ENG 112	English Composition II	3 hrs.
ENG 205	General Speech	3 hrs.
HUMANITIES:		6 sem. hours
ENG 211 or 212	World Literature I or II	3 hrs.
MUS 125	Music Appreciation or	3 hrs.
ART 112	Art Appreciation	3 hrs.
Any other Humanities course approved by advisor		
SOCIAL SCIENCES: 9 sem. hrs. (any of the following)		
HIS111	Early West. World	3 hrs
HIS112	Modern West. World	3 hrs.
HIS 221	US Hist to 1865	3 hrs
HIS 222	US Hist. Since 1865	3 hrs.
POS 223	American Government (required)	3 hrs.
PSY 110	General Psychology	3 hrs.
BUS 201/202	Principles of Economics I or II	3 hrs
Any other Social Science course approved by advisor		
COMPUTER INFORMATION: 3 sem. hours		
CIS 122	Micro Computer Applications	3 hrs.

HEALTH AND PHYSICAL EDUCATION: 2 sem. Hours (any Health or Physical Fitness course)

MATHEMATICS: 6 or 7 sem. hrs.		
MTH 221	College Algebra or higher (required)	3 hrs.
MTH 110	Elementary Algebra	3 hrs.
MTH 112	Intermediate Algebra	3 hrs
MTH 222	Pre-Calculus	4 hrs.
MTH 223	Calculus and Analytic Geometry I	3 hrs
MTH 224	Calculus and Analytic Geometry II	3 hrs
MTH 225	Applied Statistics (required)	3 hrs.

NATURAL SCIENCES: 8 sem. hrs. (at least one lab science as listed below and any other science course as required by the major).

BIO 100	General Biology	4 hrs.
BIO 112	Biology II	4 hrs.
BIO 200	General Zoology	4 hrs.
BIO 210	General Botany	4 hrs.
CHE 222	Survey of Chemistry	4 hrs.
CHE 223	General Chemistry I	4 hrs.
CHE 224	General Chemistry II	4 hrs.
PHY 200	College Physics I	4 hrs.
PHY 210	College Physics II	4 hrs.

CRIMINAL JUSTICE PROGRAM CURRICULUM (69 semester hours)

BIO 303 Narcotics and Dangerous Drug	3 hrs.
CRJ 100 Introduction to Criminal Justice	3 hrs.
CRJ 200 Law Enforcement	3 hrs.
CRJ 210 Criminal Investigations	3 hrs.
CRJ 220 Introduction to Courts (elective)	3 hrs.
CRJ 250 Introduction to Corrections	3 hrs.
CRJ 300 Criminology	3 hrs.
CRJ 320 Judicial Process	3 hrs.
CRJ 330 Organization and Management Concepts	3 hrs.
CRJ 351 Community-Based Corrections (elective)	3 hrs.
CRJ 360 Crime Prevention and Control	3 hrs.
CRJ 400 Issues in Criminal Justice (elective)	3 hrs.
CRJ 410 Criminal Law I	3 hrs.
CRJ 411 Criminal Law II	3 hrs.
CRJ 420 Law and Society	3 hrs.
CRJ 490 Seminar in Criminal Justice I	3 hrs.
CRJ 495 Seminar in Criminal Justice II	3 hrs.
CRJ 499 Internship	9 hrs.
PSY 280 Juvenile Theory	3 hrs.
PSY 311 Criminal Psychology	3 hrs.
PSY 320 Abnormal Psychology	3 hrs.
SOC 215 Comparative Race and Ethnic Relations	3 hrs.

COURSE DESCRIPTIONS

Art

ART 112 Art Appreciation 3 hrs.
Study of the aesthetic and historical aspects of the visual arts through experimentation and various media.

Biology

BIO 111 General Biology I 4 hrs.
The general principles of biology: biological and chemical properties of cells and their role in functioning of living things. Survey of various life forms: bacteria, algae, fungi, flowering and non-flowering plants and major animal phyla. The origin, classification and morphology of living things. Three hours lecture, two hours laboratory per week.

BIO 112 General Biology II 4 hrs.
Explores fundamental characteristics of living matter from the molecular level to the ecological community with emphasis on general biological principles. Introduces the diversity of living organisms, their structure, function and evolution. Three hours lecture, two hours laboratory per week.

BIO 114 Introduction to Field Biology 4 hrs.
Introduces students to techniques of ecological study. Includes methods of collection, preservation, observation, and identification of specimens and their role in the environment. Three hours lecture, two hours laboratory per week.

BIO 130 Drugs and Personal Health 3 hrs.
Introduction to structure, function, disease, heredity. Pharmacological, physiological, behavioral phenomena associated with drug use. Lab required.

BIO 200 General Zoology 4 hrs.
A survey of major animal phyla with emphasis on taxonomy, anatomy, physiology, and environmental relationships. Three hours lecture, two hours laboratory per week.
Prerequisite: BIO 100

BIO 210 General Botany 4 hrs.
A survey of major plant phyla with emphasis on taxonomy, structure, chemistry, reproduction and environmental relationships. Three hours lecture, two hours laboratory per week.
Prerequisite: BIO 100

BIO 220 Introduction to Microbiology 4 hrs.
An introductory course with emphasis on pathogens and disease processes. Attention given to such fields as nursing, environmental protection, agriculture, food technology and public health as they apply to microbiology.
Prerequisite: BIO 200 or BIO 210

BIO 223 Anatomy & Physiology I 4 hrs.
An introductory course in anatomy and physiology. Emphasis given to cells, tissues, and translocation of materials. A survey of integumentary, skeletal, muscular and nervous systems. Three hours lecture, two hours laboratory per week.
Prerequisite: BIO 100

BIO 224 Anatomy & Physiology II 4 hrs.
A continuation of BI 223 with emphasis given to the circulatory, respiratory, digestive, endocrine, urinary and reproductive systems. Three hours lecture, two hours laboratory per week.
Prerequisite: BIO 223

BIO 303: Narcotics and Dangerous Drugs 3 hrs.
Students will survey the history and development of drug abuse in society, explore theories of drug abuse, review the pathophysiology of drug addiction, and understand law enforcement concerns associated with drug dependence and abuse. In addition, this course will evaluate the biological effects of tobacco, alcohol, narcotics, and illicit drugs. Lastly, students will identify the role of education in preventing use, dependence, and abuse.

Business

BUS 101 Introduction to Business 3 hrs.
An introductory study of the functional areas of business to help students realize the integral role business plays in the economy and our lifestyles. Topics include the major elements in the business environment, forms of business ownership, competition in the domestic and international market, management of human and financial resources, marketing, business technology and information management, accounting, and business and personal finance.
Prerequisite: Successful completion of ALL preparatory courses

BUS 201 Professional Development 3 hrs.
This course is designed to provide supplemental experiences to better prepare students for the transition from college to the highly competitive business world. Special emphasis will be placed on establishing career goals, determining personal and professional strengths and weakness. Students are required to perform public service hours.
Prerequisites: BUS 101, ENG 111, ENG 112

BUS 211 Principles of Microeconomics 3 hrs.
An introduction to microeconomics, this course studies of demand and supply, elasticity, market price determination, market structures, and the theory of maximum profit.
Prerequisites: ENG 111, MTH 221

BUS 212 Principles of Macroeconomics 3 hrs.
An introduction to macroeconomics, this course includes studies of national income accounts and measurement, income determination, banking systems, and monetary and fiscal policies.
Prerequisite: BUS 211

BUS 221 Principles of Accounting I 3 hrs.
This course embraces the study of the fundamental principles of accounting as they apply to modern business practices, including theory of debit and credit. Special emphasis is given to the preparation of balance sheets, profit and loss statements, subsidiary ledgers, special journals and other accounting procedures. The students are exposed to the use of the computer in accounting applications.
Prerequisites: ENG 111, ENG 112, MTH 221

BUS 222 Principles of Accounting II 3 hrs.
This course is a continuation of BUS 221. In addition to a study of financial accounting, this course also places emphasis upon managerial accounting, with coverage of corporations, statement analysis introductory cost accounting, and the use of information for planning, control, and decision making.
Prerequisite: BUS 221

BUS 240 Principles Marketing 3 hrs.
Overview of marketing: the process of creating goods and services in response to consumer wants and needs. Course is a study of the marketing function in organizations. Analysis of the marketing functions of price, promotion, place, and product.
Prerequisites: BUS 101, BUS 212

BUS 250 Principles of Management 3 hrs.
Study of the contemporary manager with emphasis upon the behavioral and administrative processes fundamental to the successful operation of various types of enterprises, situational approaches to management are explored, with the manager viewed as a decision maker interacting with the firm's economic, technological, social, political and ethical background.
Prerequisites: BUS 101, BUS 212

BUS 252 Sports Management 3 hrs.
This course offers a student a look at the diverse, expanding field of sport and recreation. It is designed to provide a comprehensive look at the basic organizational structures found in the sport industry. Students will examine applications of managerial concepts and processes and the ways in which organizations interact with each other and with the government.
Prerequisite: BUS 250

BUS 253 Introduction to HealthCare Management 3 hrs.
This course introduces students to healthcare stakeholders in a variety of settings. This course exposes students to healthcare and medical terminology, including basic health, wellness, and disease information.
Prerequisite: BUS 250

BUS 255 Customer Service Management 3 hrs.
This course offers the tools and techniques needed to provide excellent customer service support. Having a strong customer service team is important to any organization and it often plays a key role in client satisfaction and the building of a loyal customer base. This hands-on course goes into the fundamentals of customer service and transitions into more specific topics such as communicating via different mediums, and particularly the skills required in communicating effectively with consumers.

Prerequisites: BUS 101, CIS 122, ENG 111, ENG 205

BUS 258 Office Management 3 hrs.

This course is an advanced management course in which emphasis is placed upon development and application of the basic knowledge of business and abilities needed for management of an office and supervision of its staff.

Prerequisites: BUS 101, BUS 212, BUS 222, BUS 250

BUS 272 Business Communications 3 hrs.

This course focuses on applying direct, indirect, and persuasive writing styles to communicate within and between business organizations. Students apply business writing principles to the creation of electronic messages, memos, letters, proposals, employment documents, and business reports. Emphasis placed on using critical-thinking skills to analyze and solve business problems. Students will have the opportunities to evaluate and improve their oral communication through a number of exercises including videotaping.

Prerequisites: BUS 101, CIS 122, ENG 112, ENG 205

BUS 280 Legal Environment of Business 3 hrs.

An introduction to the legal, regulatory, and ethical environment of business, considering the interrelationship and impact of political, social, cultural, environmental, technological, international, and diversity issues. Topics covered include the nature, elements, formation, operations, interpretation, discharge and remedies of contract, sales, commercial paper, secured transactions, and surety.

Prerequisites: ENG 112, BUS 101, BUS 212

BUS 310 Business & Economics of Sports 3 hrs.

Students examine the economic relationships surrounding professional and intercollegiate sport in the United States. Students develop a business plan for a professional sport franchise and manage the franchise through a number of economic environments, including salary caps, revenue sharing insurance contracts, expansion and stadium/arena financing. They obtain a greater understanding of the market forces that shape professional leagues, factors that determine player compensation and the relationship between economic forces and competitive balance in professional sports.

Prerequisites: BUS 212, BUS 255

BUS 312 Managerial Economics 3 hrs.

The course applies the analytical tools of economics and finance to the study of decision making by consumers and business firms. A primary focus of the course is to develop in a thorough and systematic manner those concepts, tools and principles that are necessary to understand, analyze, and predict the economic efficiency of both the consumption and the production sectors of an economy.

Prerequisites: BUS 212, BUS 250

BUS 322 Intermediate Accounting I 3 hrs.

The content and design of this course includes intensive study of accounting theories underlying basic financial statements, with emphasis on asset accounts and their relationships to income, expense, and equity accounts.

Prerequisite: BUS 222

BUS 323 Intermediate Accounting II 3 hrs.
Expand upon the financial accounting concepts and principles covered in BUS 322, and learn how enterprises account for liabilities and equity accounts, including current and noncurrent liabilities, leases, pensions, income taxes, contributed capital, retained earnings and stock options. Additional topics cover earnings per share, the statement of cash flows, accounting changes and error corrections.
Prerequisite: BUS 322

BUS 327 Cost Accounting 3 hrs.
Cost accounting provides key data to managers for planning and controlling, as well as data on costing products, services, and customers. By focusing on basic concepts, analyses, uses, and procedures instead of procedures alone, we recognize cost accounting as a managerial tool.
Prerequisite: BUS 323

BUS 331 Principles of Finance 3 hrs.
Course explores the financial dynamics of a business. Includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Course emphasizes the time value of money.
Prerequisite: BUS 222

BUS 334 Money and Banking 3 hrs.
Course is a study of money, financial markets, and the financial structure, with emphasis on commercial banks and the Federal Reserve System. Relationships between economic activity and the money supply are introduced. The allocation of credit and the determination of interest rates are also covered.
Prerequisite: BUS 331

BUS 338 Investment Analysis 3 hrs.
The course presents procedures and tools necessary to evaluate investment variables, determine value and analyze risk/return characteristics of equity, fixed income securities, and alternative individual investments. Furthermore, it emphasizes responsible decisions and provides background for portfolio analysis. Although the ultimate objective of the course is to develop a conceptual and theoretical background for investment decisions, emphasis will also be put on practical applications.
Prerequisite: BUS 334

BUS 345 Sports Marketing 3 hrs.
An in-depth look at the marketing practices, procedures, and operations of professional, college and recreational sport organizations and enterprises. Students refine their marketing skills by examining the ways in which sport marketing organizations exercise promotions, marketing research, sponsorships and fund raising in the sport industry.
Prerequisite: BUS 240

BUS 346 Advertising 3 hrs.
This course examines the role of advertising in a free economy, and its place in the media of mass communications. A study of advertising appeals, product and market research, selection of media, testing of advertising effectiveness and organization of the advertising profession.
Prerequisite: BUS 240

BUS 353 Introduction to Public Relations 3 hrs.
With a dual focus on its academic foundation and practical implementation, this course introduces students to the principles and practice of public relations. Through in-class activities, hands-on exercises, individual assignments, readings, small group work, and videos, participants learn about the functions of public relations and how these functions have changed over time.
Prerequisite: BUS 240

BUS 356 Human Resource Management 3 hrs.
The study of human resources management, including strategic human resource planning, job analysis, employee selection, human resource information systems, training, career development, and international human resource information systems. Other topics include fair employment practices, anti-discrimination law, unfair labor practices, and compensation and benefit legislation and employee performance evaluation.
Prerequisite: BUS 250

BUS 358 Sales Management 3 hrs.
The course is a study of principles and practices in planning, organizing and controlling a sales force. Topics discussed include selection, training, compensating, supervising, and stimulating sales people; analysis of sales potentials and costs; forecasting, market potential in relation to the buyers.
Prerequisites: BUS 222, BUS 240, BUS 250

BUS 360 Entrepreneurship 3 hrs.
This course is designed primarily to provide an overview of entrepreneurship and to provide an introduction to the process of turning an idea into a successful start-up business. A primary focus is for the student to explore the potential of being a successful entrepreneur, including strategies for preserving capital during the early stages of a business launch.
Prerequisites: BUS 272, BUS 240, BUS 250, BUS 331

BUS 362 Labor Management 3 hrs.
This course focuses on the management factors that determine wages, working conditions, and the structure of employment and unemployment. The course analyzes the determination and implication of manpower and industrial relation policies of business firms, the development and role of labor unions and collective bargaining, and related public policy issues.
Prerequisite: BUS 356

BUS 365 Theory and Practice of Leadership 3 hrs
This course combines skill building though experiential exercises and an understanding of the underlying theory to help you learn how to be an effective manager and team member in today's technology-enabled team context. Topics include issues such as managing collaboration in and across teams, motivating effort, performance, social judgment, and cross-cultural issues. Students learn how organizations can improve their effectiveness through better management of people and how individual managers can be more effective in working with and leading others.
Prerequisite: BUS 250

BUS 368 Planning & Executing Corporate & Sports Events 3 hrs.
An in-depth look at the practices, procedures and operations of major event and facility management, including planning, funding, and managing these events. The main focus of these principles will be on sporting events and facilities, but can be applied to many different areas, including corporate and social events.
Prerequisite: BUS 250

BUS 375 Sports Communication 3 hrs.
This course examines the relationship that exist between the media and sport organizations in America including the role newspapers, magazines, radio, television and the internet have assumed as commercial enterprises in reporting on sports. It also examines development, organization, objectives, and performance of media as well as the technology they use.
Prerequisite: BUS 272

BUS 415 International Economic Policy 3 hrs.
This course reflects the fact that domestic policy in an open economy must take account of constraints and opportunities derived from the interdependencies in the world economy.
Prerequisites: BUS 212, BUS 331, BUS 382

BUS 425 Managerial Accounting 3 hrs
This course emphasizes the use of accounting information for internal purposes as opposed to the external disclosure focus of the financial accounting course. The design of management accounting systems for planning and controlling operations and for motivating personnel is covered.
Prerequisite: BUS 323

BUS 445 Marketing Research 3 hrs.
This course is designed to emphasize the technical components of marketing research, covering advanced methods used in the statistical analysis of marketing research data including many multivariable methods. The emphasis is on thoroughly understanding marketing research techniques and the compilation of a marketing research project.
Prerequisite: BUS 341

BUS 450 Quantitative Methods 3 hrs.
This course is an advanced course in problem-solving for managerial and operational decisions. The following concepts will be explored in great depth: Linear programming, simulation, waiting line formulation, and networks. Computer applications software will be used.
Perquisite: MTH 225

BUS 457 Conflict Management for Team Leaders 3 hrs.
This course focuses on a broad array of conflict resolution skills needed for effective management in a constantly changing business environment. Furthermore, this course examines methods of conflict resolution, bargaining, distributive and integrative negotiation, mediation, and arbitration.
Prerequisites: BUS 356

BUS 458 Leading Organizational Innovation and Change 3 hrs.
This course focuses on process and theory of strategic management with primary emphasis on situation analysis, strategy formulation, strategy implementation and strategy evaluation. The course

covers the strategic management context, external analysis, functional and competitive strategies, international strategies, strategic entrepreneurship and nonprofit strategy. Students understand the process of analyzing situation, developing appropriate strategies, putting those strategies into action, and evaluating and changing those strategies as needed.
Prerequisites: BUS 365

BUS 487 Current Issues and Ethics in Organizational Effectiveness 3 hrs.
This course focuses on the ways in which leaders must recognize and respond to a variety of competing value propositions both within and outside organizations with charismatic leadership theories. This course will also focus on organizational culture and the implications of leadership on organizational culture. Moreover, special emphasis will focus on the ways in which leaders must recognize and respond to a variety of competing value propositions both within and outside organizations.
Prerequisites: BUS 365

BUS 460 Operations Management 3 hrs.
This course explores a wide variety of production and operations management topics. Topics considered include: operations strategy and competitiveness, product design, process selection, quality management, capacity management, Just-in-Time (JIT) production systems, facility location and layout, supply chain management, operations scheduling, and the production planning process.
Prerequisites: BUS 341, BUS 351, BUS 450

BUS 465 Management Science 3 hrs.
This course is a basic introduction to important models and solution techniques in Management Science. The basic theme is that of optimization. The emphasis is on deterministic models, focusing primarily on linear programming and dynamic programming. The development of modeling skills is an important part of the course.
Prerequisites: BUS 240, BUS 250, MTH 225

BUS 492 Organizational Behavior 3 hrs.
This course is designed to examine the concepts and theories from the behavioral science, which explains human behavior within organizations. The focus of this course is on human behavior in an organizational context. It will provide the student with an understanding of the concepts of organizational functioning and human behavior with an emphasis on the application of these concepts to managerial problems.
Prerequisite: BUS 356

BUS 494 International Business 3 hrs.
This course examines the organizational, administrative, marketing, and financial aspects of business based operations and the economic factors influencing international business. **Prerequisite: BUS** 211, BUS 212, BUS 240, BUS 250, BUS 331

BUS 496 International Trade 3 hrs.
This course provides a general overview of the theory of international trade and trade policy. Students will analyze trade models in depth, discuss the causes of international trade and globalization, and examine trade policies and agreements. Course will examine factor movements, imperfect markets, and the effect of trade on wages and income distribution.
Prerequisite: BUS 494

BUS 498 Business Policy 3 hrs.
This is a case-based course which students engage in the role of top management through research, evaluation of current policy and strategy of today's business. Students learn to integrate various business functions to develop skills and ethical judgment in solving problems of the organization as a total system in relation to its environment.
Prerequisite: Senior standing

BUS 499 Business Capstone 3 hrs.
This course provides students with the opportunity to gain valuable insight through practical work experience so they may better correlate their academic experience with a professional, real-world environment. This course also consists of the Core Exam.
Prerequisite: Senior standing and departmental approval

Chemistry

CHE 222 Survey of Chemistry 4 hrs.
An overview of the theories and concepts of inorganic chemistry covering atoms, elements, compounds, equations and elementary quantitative relationships. Selected topics in organic and biochemistry. Three hours lecture, two hours laboratory per week.

CHE 223 General Chemistry I 4 hrs.
Survey of the general principles of inorganic chemistry. Emphasis on vocabulary, definitions and problem solving. Three hours lecture, two hours laboratory per week.
Prerequisite: MTH 221 or equivalent

CHE 224 General Chemistry II 4 hrs.
Continuation of CHE 223 with emphasis on the structure and states of matter, periodic table, classification, solutions, completing and balancing equations and gas laws. Three hours lecture, two hours laboratory per week.
Prerequisite: CHE 223

Computer Information Systems

CIS 122 Microcomputer Software Applications 3 hrs.
This is an entry level course which prepares students to use microcomputers to implement software packages such as word processing, database management, and electronic spreadsheets.
Prerequisite: None

CIS 221 Programming I 3 hrs.
This course covers fundamental concepts and terminology of data processing including computer organization, flowcharting, and solution of problems using a computer language.
Prerequisite: CIS 122

CIS 222 Programming II 3 hrs.
This course is an introduction to computer programming using C Programming language; emphasis on flowcharting techniques, structured programming and problem solving. This course also consists of an integral non-scheduled laboratory. Prerequisite: CIS 221

CIS 322 Internet and Business Applications 3 hrs.
In this course, students will learn to access the most up-to-date information for research papers, get inside track on jobs and internship programs, locate and download news, quotes, software and graphics, and participate in global discussions.
Prerequisite: CIS 122

CIS 336 Technical Writing 3 hrs.
This course is an instruction in composing and organizing manuscripts stressing general principles of technical writing. Emphasis is also placed on formatting technical documents such as research and business proposals, reports, and software documentation.
Prerequisites: BUS 272, CIS 122

CIS 352 Database Management I 3 hrs.
This course covers fundamental concepts and terminology of database management. This course teaches students how to create a database; guide planning, designing, and building a working database.
Prerequisite: CIS 222

CIS 353 Database Management II 3 hrs.
This course teaches database management systems organize and retrieve information, allowing the user to access the desired information easily and efficiently. Topics include introductory concepts, relational, hierarchical, and network data model, data normalization, relational algebra and structure query language (SAL).
Prerequisite: CIS 352

CIS 362 E-Commerce 3 hrs.
This course is an introduction and basic overview of e-commerce, including building and maintaining the electronic store front and business interface, electronic shopping, electronic distribution, order processing, payment, and customer relationship maintenance.
Prerequisites: BUS 240, BUS 250, CIS 122

CIS 401 Management Information Systems 3 hrs.
This course deals with the basic principles of systems theory, computer and management information system design, and quality assurance. Case studies and projects are used in presenting theory and application.
Prerequisite: Senior standing

Criminal Justice

CRJ 100 Introduction to Criminal Justice 3 hrs.
This course will emphasize a complete understanding of the entire criminal justice process from law enforcement to the administration of justice through corrections. The course will also discuss the history and philosophy of the systems and introduce various career opportunities.

CRJ 100: Introduction to Criminal Justice 3 hrs.
This course is an overview of the criminal justice system with emphasis on the roles and problems of law enforcement, courts, and correctional components.
Prerequisite for Criminal Justice courses 200 and above.

CRJ 200: Law Enforcement 3 hrs.
A study of the development of law enforcement organizations and jurisdiction of local and federal law enforcement agencies and functions of police officers.
Prerequisite: CRJ 100.

CRJ 210: Criminal Investigations 3 hrs.
Fundamentals of criminal investigation from crime scene searches to follow-up investigations and case preparation.
Prerequisite: CRJ 100.

CRJ 220: Introduction to Courts 3 hrs.
A general overview of the United States judicial system, including recent innovations and future trends.
Prerequisite: CRJ 100.

CRJ 250: Introduction to Corrections 3 hrs.
A general overview of United States corrections, jails and prisons, institutional procedures, recent innovations, and the future of corrections.
Prerequisite: CRJ 100.

CRJ 300: Criminology 3 hrs.
A study of traditional and modern explanations of crime and criminology.
Prerequisite: CRJ 100.

CRJ 318: Judicial Process 3 hrs.
A general overview of the Unites States judicial system, including recent innovations and future trends.
Prerequisites: CRJ 100 and CRJ 300.

CRJ 104: Organizations and Management Concepts 3 hrs.
Formal organization theory and personnel administration with emphasis on law enforcement agencies.
Prerequisites: CRJ 100 and CRJ 300.

CRJ 351: Community-Based Corrections **3 hrs.**
A study of intermediate punishments and alternatives to incarceration.
Prerequisites: CRJ 100 and CRJ 300.

CRJ 320: Crime Prevention and Control **3 hrs.**
A survey of crime control models.
Prerequisites: CRJ 100 and CRJ 300.

CRJ 400: Issues in Criminal Justice **3 hrs.**
An overview of current issues in Criminal Justice, including Homeland Security from initiation to present day, terrorism, and counterterrorism with an emphasis on parallels between terrorism and crime as well as trends and types of cybercrimes and its prevention.
Prerequisites: CRJ 100 and CRJ 300.

CRJ 410: Criminal Law I **3 hrs.**
Classification and analysis of selected areas of the substantive law of crimes, including basic principles of criminal law and crimes against the person and property.
Prerequisites: CRJ 100 and CRJ 300.

CRJ 411: Criminal Law II **3 hrs.**
General principles and theories of criminal procedure including concepts of due process arrest, search and seizure, wiretapping, line-ups, and other recent developments.
Prerequisites: CRJ 100 and CRJ 300.

CRJ 420: Law and Society **3 hrs.**
Law as an instrument of social control, the functions and limitations of law, and the machinery of law as part of the larger society.
Prerequisites: CRJ 100 and CRJ 300.

CRJ 490: Seminar in Criminal Justice I **3 hrs.**
Research, writing, and discussion of selected subjects relating to law enforcement. Application of research methods in criminal justice leading to an analysis of contemporary problems. Elementary research design and descriptions.
Prerequisites: CRJ 100 and CRJ 300.

CRJ 495: Seminar in Criminal Justice II **3 hrs.**
Research writing and discussion allowing the student to develop a critical understanding of the criminology and criminal justice field, and criminal justice related issues, such as the etiology of crime, the role of discretion in its implementation and enforcement of laws, and the relationship between research, law, and public policy.
Prerequisites: CRJ 100 and CRJ 300.

CRJ 499: Internship **9 hrs.**
Open to seniors only. Students will gain experience in a selected criminal justice agency working in groups or individually. Supervised application and observation of concepts, principles, skills, operation, and functions of knowledge acquired by the students in previous or current coursework and studies is the focus of the internship program. Problems will be identified with attendant

solutions in the areas of police work, the correctional agencies, or of the court systems as appropriate to the student's program of study. Prerequisites: CRJ 100 and CRJ 300.

Early Childhood Education

ECE 200 Orientation to Early Childhood Education 3 hrs.
The emergent processes of early childhood development as they apply to learning and teaching in early childhood education programs are presented in this course. An emphasis on theoretical perspectives specifically related to early childhood development, developmentally appropriate delivery models and practices, and historical movements that guide teaching and learning in early childhood education settings will be explored.

ECE 205 Math Concepts and Methods in Early Childhood 3 hrs.
This course covers the basic math skills taught in early childhood education programs. Preservice educators will study and practice the basic methods, techniques and materials used in teaching early childhood math.

ECE 210 Creative Activities in Early Childhood 3 hrs.
Develops prospective teachers' skills to involve students in discovering and demonstrating creative talents through intellectual, social, emotional, and physical stimulation. All areas of the early childhood curriculum are explored through the development and implementation of creative teaching and learning materials and activities.

ECE 300 Introduction to Early Childhood Education 3 hrs.
This course examines the fundamental philosophies of early childhood education from historical perspective. This course emphasizes quality early childhood programs and its significance in educating children birth through eight years of age. This course allows students to reflect upon their role as potential teachers and advocates for children while identifying how learning experiences are integrated in early childhood education. Field experience is required.

ECE 310 Instructional Strategies for the Young Child 3 hrs.
Creative teaching and learning materials are used to extend undergraduate students' knowledge of reading and writing processes and to explore all areas of early childhood curriculum. The course provides prospective teachers with a wide range of information about the individual learner that can be used to guide instruction. Field experience required.

ECE 325 Emergent Literacy 3 hrs.
This course explores early literacy learning from birth through third grade. Topics for consideration will include but are not limited to: literacy definitions, concepts of literacy, foundations of literacy growth and needs, brain-based learning, family literacy, and prevention of reading difficulties. Students will analyze literacy stages and plan appropriate materials and activities to apply content knowledge. Field experience required.

Education

EDU 101 Orientation to Teaching 3 hrs.
An introduction to the roles and responsibilities of the teacher, characteristics of today's schools and curricula, and selected issues facing today's teachers.

EDU 105 Praxis II Prep 3 hrs.
This 16 week course is designed for prospective teachers who are preparing to take the Praxis II Exam that is necessary for internship and state licensure. Course materials will cover mathematics, social studies, science, and language arts in 3 week increments. An additional 4 weeks of this course will cover concepts on the Teaching Reading Praxis.

EDU 200 History & Philosophy of Education 3 hrs.
Traces the development of American education from the beginnings of educational thought to the present time emphasizing the philosophical, social, political, and economic movements that have influenced its direction.

EDU 201 Parenting: Home, School, & Community Relations 3 hrs.
A critical examination of the parent-child relationship from conception through adulthood. Contemporary trends and issues impacting the parent child relationship, including techniques for fostering the optimal development of children. This course also explores home-school relations, parental involvement in schools, parent-teachers conferences, home visits, parent programs, and resources for parents and teachers.
Prerequisite: PSY 200

EDU 210 Organization of Instruction in ECE 3 hrs.
This course introduces methods of establishing order and organizing an early childhood classroom for instruction. Methods of facilitating positive student behavior and achievement are explored. Emphasis will also include skills that will assist teachers in developing a positive home-school and community connection.

EDU 220 Educational Foundations 3 hrs.
This course examines the roles and responsibilities of teachers within the historical and philosophical foundations of education in our socially and culturally diverse country. Views of influential educators are introduced and principles and ideas underlying educational policies are examined. Students are challenged to build a philosophy of education by identifying the ideologies behind educational systems, curricula and goals. Fundamental historical, philosophical, legal, political and social context of education will be examined. Policies that shape a teacher's day-to-day instructional existence will be critically examined. Field experiences required.

EDU 300 Introduction to Instructional Technology 3 hrs.
This course is designed to emphasize traditional, current, and emerging instructional technology in the classroom. Candidates will learn various techniques for designing instructional materials, applying and integrating technology into instruction, and using software applications to promote effective teaching and learning. Field experiences required.
Prerequisites: EDU 220 & PSY 200

EDU 305 Children's Literature 3 hrs.
This course is designed to familiarize prospective teachers with a variety of books for children. Discussions include the history of children's literature, principles of selecting suitable books for children; development of skills necessary to guide students toward comprehensive, creative, and insightful utilization of books in the classroom setting. Field experiences required**.**

EDU 310 Reading Skills Development 3 hrs.
A thorough study of the content to be taught when teaching reading including: knowledge, skills, and processes of the five components of reading (i.e., phonemic awareness, phonics, vocabulary comprehension, and fluency). Field experiences required

EDU 315 Educational Psychology 3 hrs.
Explores theories of learning, motivation, classroom management, planning, teaching, and student evaluation in relationship to developmental stages. Includes theories of Constructivism, Critical Inquiry and Social Cognitive views of learning. Field experiences required.
Prerequisites: PSY 200

EDU 320 Teaching Health & Physical Education 3 hrs.
Designed to provide the prospective teacher with the skills and concepts needed to organize, teach, conduct, and evaluate health and physical education curriculum. Field experiences are required.
Prerequisite: ECE 300 or ELE 300

EDU 330 Teaching Mathematics 3 hrs.
The study of methods and materials of teaching mathematics. Emphasizes scope, sequence, and development of mathematical understanding in students. Discovery learning, computational skills, and problem solving are stressed. Field experiences required.
Co-requisite: MTH 300
Prerequisites: ECE 300 or ELE 300 and 6 hrs. of Mathematics

EDU 340 Teaching Science 3 hrs.
Discusses foundations of science education, science curriculum development and evaluation, inquiry and didactic techniques, and integration with other subjects. Stresses individualization of instruction relating to cognitive and affective development. Lecture/laboratory experiences. Field experiences required.
Prerequisites: ECE 300 or ELE 300 & 12 hrs. of Natural Science

EDU 350 Teaching Reading 3 hrs.
This course provides prospective teachers with the knowledge of best-practices in reading instruction, curriculum, and the materials needed to teach reading to children from varying backgrounds in the elementary/early childhood classroom setting. This course is intended to develop the following: an understanding of the reading process as one of the integrated language arts; competencies in reading, knowledge of different approaches and materials used in teaching reading; knowledge of objectives in the Alabama Course of Study and the Alabama Reading Initiative; and the discovery of the beginning of a personal literacy framework for teaching reading Field experiences required.
Prerequisites: EDU 310

EDU 360 Teaching Fine Arts 3 hrs.
This course is designed to provide early childhood and elementary school teacher candidates with the pedagogical skills in the fine arts and assist the prospective teachers of early childhood or elementary school children in the acquisition of skills necessary to provide learning experiences in the arts. Concepts and content include instructional strategies in music, music literacy, instrumental music, vocal music, theatre, and the visual arts. Field experience required.
Prerequisite: ECE 300 or ELE 300

EDU 380 Teaching Language Arts 3 hrs.
Provides knowledge and practical application for the understanding and implementation of writing, listening, and speaking. Procedures and activities that stimulate creativity, problem solving, critical thinking and decision making. Field experiences required.
Prerequisites: ELE 300

EDU 400 Teaching Religion / Office of Ministry 3 hrs.
The teaching ministry of the Lutheran Church—Missouri Synod; concepts, content, methods, materials, and skills of teaching religion and conducting evaluations in the Lutheran school. Required of those wishing to earn the Lutheran Teacher Diploma. Field experiences required.
Prerequisites: Admission to Teacher Education Program, REL300, & REL 301

EDU 410 Classroom Management, Home-School Connections 3 hrs.
This course is designed to provide skill development in facilitating student learning, establishing order and organizing the classroom for instruction. Methods of facilitating positive student behavior and achievement are explored. Emphasis will also include skills that will assist teachers in developing a positive home-school and community connection. Field experiences are required.
Prerequisites: ECE 300 or ELE 300

EDU 450 Measurement & Evaluation in Teaching & Learning 3 hrs.
Introductory course in evaluation for prospective early childhood and elementary school teachers. Includes informal methods of pupil observation, assessment and evaluation, standardized testing and interpretation, and teacher self-evaluation for instructional improvement. Field experiences required.
Prerequisites: Admission to Teacher Education Program & 9 semester hrs. of Mathematics

EDU 480 Diagnosis & Treatment of Reading Difficulties 3 hrs.
This course provides an overview of the reading process and explores the causes of reading difficulties. It focuses specifically on instruments of measurement, instructional materials, and techniques for the identification, diagnosis, placement, and remediation of reading difficulties.
Prerequisites: EDU 350

EDU 490 Inclusion & the Exceptional Learner 3 hrs.
Designed to familiarize the student with psychological, medical, and sociological aspects of children with varying abilities to enable the regular classroom teacher to integrate exceptional learners into the regular classroom. Includes a variety of multicultural concepts. Field experiences required.
Prerequisite: Admission to Teacher Education Program

EDU 495 Internship in Education 12 hrs.

A full-semester, full-time practicum experience in an early childhood setting under the guidance of a classroom teacher and college supervisor. Candidates integrate knowledge of content, learning theory, school effectiveness research; and apply skills initially developed in previous professional preparation: observation, unit and lesson planning, utilization of educational resources, teaching and evaluation strategies, classroom management, self-evaluation. Early Childhood Internship must include a pre-school and kindergarten placement unless substantial field experiences were completed at one level.
Prerequisite: Successful completion of all course and assessment requirements

Elementary Education

ELE 300 Elementary School Curriculum 3 hrs.
Identifies the essential elements, scope and sequence, objectives, skills, and trends of the elementary school curriculum; processes in evaluating curriculum resources and texts. Includes legislation which impacts curriculum. Field experience required.
Prerequisite: Admission to Teacher Education Program

ELE 310 Teaching Social Studies in the Elementary School 3 hrs.
This course is designed to help candidates identify and utilize modern methods of teaching social studies to elementary school children. Includes the development of social studies programs, design and implementation of units, selection of materials and resources, and implementation through the teaching process. Field experience required.
Prerequisite: Admission to Teacher Education Program

English

ENG 098 Preparatory English 3 hrs.
Required as prerequisite to ENG 111 for entering freshmen who score below required minimum on the basic skills placement examination and the essay. Designed to develop proficiency in usage, mechanics, spelling and grammar and to introduce the writing process. Institutional credit only.

ENG 101 Grammar 3 hrs.
Required for students who score below or five points above the placement score for English Composition I. Designed to assist students who lack adequate proficiency in basic grammatical concepts.

ENG 111 English Composition I 3 hrs.
A study of the basic rhetorical principles of expository writing through analysis of model essays and the composition of essays. (Students scoring 3 or higher on Advanced English Placement Test will receive credit for EH 111.)
Prerequisite: Satisfactory score on placement tests or a passing grade in ENG 098 and/or ENG 101

ENG 112 English Composition II 3 hrs.
A continuation of EH 111. It includes the analysis of literature and the research paper. (Students who score 5 or higher on the Advanced English Placement Test will receive credit for EH 111 and 112.)
Prerequisite: ENG 111

ENG 200 Introduction to Dramatic Arts 3 hrs.
Introduction to Dramatic Arts is an entertaining, informative look into the art and profession of theatre. This hands-on course integrates intellectual stimulation with creative expression through lectures, class participation, and the chance to attend performances of live theatre. Students will study plays (both classical and contemporary), theatre history, and production – learning how a play evolves from page to stage. Students will also have the opportunity to collaborate on a creative project.

ENG 205 General Speech 3 hrs.
This course presents an introduction to the processes and elements of human communication. Topics include: topic selection, research, organization, verbal and nonverbal delivery, audience adaptation, listening and small group presentations.
Prerequisite: ENG 111

ENG 211 World Literature I 3 hrs.
Survey of the literature of the ancient world, the Greeks and Hebrews, the Middle Ages and Renaissance.
Prerequisite: ENG 112

ENG 212 World Literature I 3 hrs.
A survey of later literature from the Reformation through the twentieth century.
Prerequisite: ENG 112

ENG 213 American Literature I 3 hrs.
English 213 looks at short selections of American Literature from pre-colonial eras (before European colonization in the 1600s) to our contemporary 1920s era; include multiple genres (fiction, nonfiction, poetry, drama); and be race- and gender-inclusive. Some attention will also be paid to the historical/cultural contexts of the literary periods.
Prerequisite: ENG 112

ENG 214 American Literature I I 3 hrs.
English 214 examines the background and development of the American novella and novel from 20th century to the present. Covering representative novels by such writers as Hawthorne, Stowe, Melville, Twain, James, Dreiser, Cather, Faulkner, Ellison, Mailer, Bellow, and Morrison, the course reflects the diversity and range of American fiction and addresses the social and intellectual backgrounds of the writers and issues of race, class, and gender.
Prerequisite: ENG 112

ENG 221 Grammar of Written English 3 hrs.
Study of the grammar of standard written English from parts of speech to complex sentence patterns. Designed to improve students' ability to write in standard English and to prepare students to teach grammar.

ENG 224 African American Writers 3 hrs.
Study of African-American literature and its authors; genres include the novel, poetry and drama.
Prerequisite: ENG 112

Foreign Languages

FLS 100 Spanish I 3 hrs.
This beginning level course is designed to give students the opportunity and ability to speak Spanish in the present tense, combining instruction in pronunciation with practice in conversations.

FLS 102 Spanish II 3 hrs.
The aim of the course is to increase the level of skills acquired in Level I. Speech patterns are taught by use of supplementary materials, dialogues, and conversations. Intermediate grammar constructions are introduced. The development of the language is presented within the context of the contemporary Spanish speaking world and its cultures.

Geography

GEO 230 World Geography 3 hrs.
A regional study of world geography covering North and South America, Africa, Europe, and Asia and focusing on differences and similarities in culture, economics, and political systems.

History

HIS 111 Early Western World 3 hrs.
A survey of the civilization of the western world to approximately 1500. Emphasis on the achievements of ancient and medieval civilizations.

HIS 112 Modern Western World 3 hrs.
A survey of the civilization of the western world from the Renaissance to the present. Special emphasis on major political, philosophical, cultural, and economic trends in the modern world.

HIS 221 U.S. History to 1865 3 hrs.
Survey course from colonial times to 1865. Emphasis on Europe and its relationship to exploration, settlement, and development of the American colonies. Emphasis given to the political, social, economic, and cultural developments of the American people

HIS 222 U.S. History since 1865 3 hrs.
Survey course from 1865 to the present. Attention given to the political, economic, sociological, geographical, cultural, and intellectual forces which have influenced the American people.

HIS 240 African-American History 3 hrs.
A study of essential facts and interpretations of African-Americans from a consideration of historic African civilizations to their status in American life today.

HIS 310 Ancient Near East 3 hrs.
A history of the ancient Near East, with special emphasis on lands which figure prominently in biblical accounts. Surveys of ancient Sumerian, Babylonian, Egyptian, Assyrian, Hittite, Hebrew, and Persian civilizations. *Prerequisite ENG 111*

HIS 311 Ancient Greece & the Hellenistic World 3 hrs.
A history of the origins of ancient Greece through the conquest of Macedonia and the dominance of Hellenistic culture. *Prerequisite ENG 111*

HIS 312 Ancient Rome 3 hrs.
A history of the origins of ancient Rome through the rise and fall of the Roman Republic and then the Roman Empire in the West. *Prerequisite ENG 111*

HIS 320 Early Christianity 3 hrs.
A history of the emergence and expansion of Christianity in the Roman world from the time of Christ through to its triumph under Theodosius I in the fourth century. *Prerequisite ENG 111*

Health, Physical Education, & Recreation

HPR 111 Personal Physical Fitness I 1 hr.
Activities for the development and maintenance of lifelong physical fitness. Fundamental skills of throwing, hitting, fielding, and base running in softball. Basic volleyball skills of setting, service, spiking, blocking and passing.

HPR 112 Personal Physical Fitness II 1 hr.
A continuation of activities for the development and maintenance of lifelong physical fitness. Fundamental skills of shooting, passing and dribbling in basketball. Offensive and defensive patterns and strategies.

HPR 113 Aerobics 1 hr.
This course is designed to develop cardio-respiratory fitness, increase energy, mental clarity, and health through the use of various modes of exercise as a part of one's lifestyle. It will incorporate high, light, and low impact movements.

HPR 121 Basketball 1 hr.
Skills in passing, dribbling, and shooting. Practice and basic instruction in the fundamentals of basketball.

HPR 123 Fundamentals of Tennis 1 hr.
A course designed to develop students' skills in the fundamentals of tennis. Major components include: rules of the game, grip, forehand, backhand and strategies.

HPR 221 First Aid 2 hrs.
A course designed to prepare students to care for victims in emergency situations. Major components include CPR, respiratory emergencies, wounds, poisoning, head injuries, limb injuries, water accidents, drugs, burns, and fractures.

HPR 222 Personal & Community Health 2 hrs.
A survey of vital health issues facing our society today. Major topics discussed are personal health problems, community and consumer health, human sexuality, physical and mental health, mental illness, harmful drugs, nutrition, diseases, family living and health care.

HPR 223 Introduction to Physical Education 2 hrs.
Origin, nature, and philosophy of physical education. Topics include the role of physical education in American education, the historical development of sports in American culture, professional opportunities in physical education, and physical movement as the keystone of physical education.

HPR 224 Volleyball 1 hr.
Skills in serving, spiking, blocking and passing. Practice and basic instruction in the fundamentals of volleyball.

HPR 225 Recreational Games 1 hr.
Instruction in leisure activities, emphasis on activities which prepare people of all ages for participating, directing, and supervising games and selected sports.

HPR 226 Softball 1 hr.
Practice and basic fundamental instruction in softball. Skills in throwing, catching, pitching, and batting.

Interdisciplinary Studies

IDS 009 Institutional Enrichment 1-6 hrs.
Students will be allowed to earn from one to six hours per semester, a maximum of 12 hours during their enrollment at Concordia, by attending the Enrichment lab and working on approved, supervised, self-improvement projects in English and/or mathematics. 1-6 Institutional credit hours, nontransferable.

IDS 100 Interdisciplinary Skills 1 hr.
This course is designed to help students formulate basic skills that will assist them in their college studies and personal life. The main topics include an introduction to personal financial concepts, and information literacy and research concepts. Upon completion, students will be able to handle personal finances, and receive an introduction to research resources and skills.

IDS 300 Contemporary Issues 3 hrs.
An interdisciplinary course which provides the opportunity for students to become sensitive to critical issues facing society, especially as these relate to the student's particular area of study. This course encourages students to think critically about a broad array of contemporary issues and their effect on the larger society.

Mathematics

MTH 010 Preparatory Arithmetic 3 hrs.
Designed to strengthen and develop basic arithmetic skills with emphasis on percent, ratio, measurement (customary and metric), and arithmetic operations on whole numbers, fractions, and decimals. Institutional credit only.

MTH 011 Preparatory Algebra 3 hrs.
Designed to strengthen and develop basic arithmetic skills needed to perform successfully in any higher mathematics course. Instruction is individualized and prescribed to meet the needs of individual students. Institutional credit only.

MTH 110 Mathematical Concepts 3 hrs.
This course is designed for students who are seeking an Associate of Arts Degree with Emphasis in Childhood Development. It is designed to cover topics in the area of basic mathematics: addition, subtraction, multiplication and division of real numbers using mathematical manipulatives whenever applicable; understanding of decimals, ratio, proportion and percentages, and geometric shapes. This course cannot be used as a substitute for any required mathematics course.

MTH 112 Intermediate Algebra 3 hrs.
Solutions of linear systems; exponents and their properties; polynomials; factoring; trinomials, difference of two squares and solving quadratic equations; rational expressions; related word problems.
Prerequisite: MTH 012 or acceptable Math Placement Scores

MTH 120 Survey of Math 3 hrs.
This course is an overview of all the areas of mathematics: arithmetic, geometry, and algebra. It is intended for students who seek to bridge the gap that may exist in the understanding of mathematics. It is recommended to any student who has already fulfilled the 6 hrs. mathematics requirement for graduation. This course cannot be used as a substitute for any required mathematics course.

MTH 221 College Algebra 3 hrs.
Polynomials; rational expressions; rational exponents; radicals, equations and inequalities in one variable; relations and functions; systems of equalities and inequalities; matrices and determinants.
Prerequisite: MTH 112 or acceptable Math Placement Scores

MTH 222 Pre-Calculus 4 hrs.
Polynomials and rational functions; exponential and logarithmic functions; circular functions; trigonometric functions; identities and conditional equations; conic sections.
Prerequisite: MTH 221

MTH 225 Statistics 3 hrs.
This course introduces the fundamental ideas of statistics. Objectives of the course are to develop a critical appreciation of statistical thinking and an awareness of the various tools of the statistician. Students should be prepared to think and write about complicated and sometimes subtle issues.
Prerequisite: 9 hrs. of mathematics

MTH 231 Calculus & Analytic Geometry I 4 hrs.
Limits and continuity; derivative and differentiation; extreme function values and techniques of graphing.
Prerequisite: MTH 222

MTH 232 Calculus & Analytic Geometry II 4 hrs.
Definite integral and integration; applications of the definite integral; inverse functions, logarithmic functions and exponential functions; inverse trigonometric functions.
Prerequisite: MTH 230

MTH 300 Mathematics for Elementary Teachers 3 hrs.
Designed to provide the content background and mathematical insights necessary for preschool and elementary teachers. Discovery activities using manipulatives and calculators are emphasized.
Prerequisite: 6 hrs. of college level Mathematics

Military Science

MLS 101 Military Science & Leadership 101 2 hrs.
MLS 101 Introduces the student to the personal challenges and competencies that are critical for effective leadership. The student will learn how the personal development of life skills such as goal setting, time management, physical fitness, and stress management relate to leadership, officeship, and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions, attributes and core leader competencies while gaining a big picture understanding of the ROTC program, its purpose in the Army, and its advantages for the student. Topics include principles of war, role of the army, army reserve, the national guard, branches of the army, navigation using map and compass, basic first aid, marksmanship, water survival, and rappelling.
Prerequisite: Approval from the Professor of Military Science.

MLS 102 Military Science & Leadership 102 2 hrs.
A continuation of MLS 101.
Prerequisite: Approval from the Professor of Military Science.

MLS 201 Military Science & Leadership 201 2 hrs.
A continuation of MLS 102.
Prerequisite: Approval from the Professor of Military Science.

MLS 202 Military Science & Leadership 202 2 hrs.
A continuation of MLS 201.
Prerequisite: Approval from the Professor of Military Science.

MLS 301 Military Science & Leadership 301 2 hrs.
A continuation of MLS 202.
Prerequisite: Approval from the Professor of Military Science.

MLS 302 Military Science & Leadership 302 2 hrs.
A continuation of MLS 301.
Prerequisite: Approval from the Professor of Military Science.

Music

MUS 121 Music Ensemble 1 hr.
Designed for either choral or instrumental music. Includes brass, woodwind, string and percussion instruments in the classical and religious idiom and development of sound vocal practices and participation in choir. Participation in Ensemble performances is required. (This course may be repeated for a total of eight hours of credit.)

MUS 122 Jazz Band 1 hr.
Designed for either vocal or instrumental music includes brass, woodwind, string, and percussion instruments in the Jazz idiom and development of sound vocal practices. Participation in Jazz Band performances is required. (This course may be repeated for a total of eight hours of credit)

MUS 125 Music Appreciation 3 hrs.
Study of musical styles, periods and representative composers from the ninth century to the present in an effort to promote enjoyment and understanding.

MUS 126 Applied Lessons 3 hrs.
Correlated course in tone production, embouchure, breath control, phrasing, articulation and performance. Independent study.
Prerequisite: Permission of instructor

MUS 227 Music Theory I 3 hrs.
Study in the practical application of scales, terminology, intervals and styles of harmony. Independent study.
Prerequisite: Permission of instructor

MUS 228 Music Theory II 3 hrs.
Continuation of MUS 227. Application of scales, terminology, intervals and styles of harmony. Independent study.
Prerequisite: Permission of instructor

MUS 229 Arrangement 3 hrs.
Survey of techniques used in musical arrangements. Independent study.
Prerequisite: Permission of instructor

MUS 230 Marching Band 1 hr.
Designed for instrumental music includes brass, woodwind, and percussion instruments in the Marching Band idiom. Participation in Marching Band performances is required. (This course may be repeated for a total of eight hours of credit.)

Orientation to College

OTC 101 Orientation to College 1 hr.
Designed to increase students' success in college by assisting them in obtaining skills necessary to reach their educational goals. Topics include time management, test taking, communication skills, study techniques, and management of personal issues.

Philosophy

PHL 101 Introduction to Philosophy 3 hrs.
This course is designed to help students think about themselves, their values, their knowledge and belief systems, their lives, and their place in the world. Topics include the history of philosophy in the context of important contemporary issues and positions. Upon completion, candidates will be able to ground their personal philosophies in traditions of philosophical reasoning and critical

thinking.

Physics

PHY 200 College Physics I 4 hrs.
Basic concepts of mechanics, heat, and sound taught through lectures, laboratory experiences and problems. Three hours lecture, two hours laboratory per week.
Prerequisite: MTH 221 or equivalent

PHY 210 College Physics II 4 hrs.
Continuation of PHY 200. Emphasis on electrostatics, magnetism, electronics and light. Three hours lecture, two hours laboratory per week.
Prerequisite: PHY 200

Political Science

POL 223 American Government 3 hrs.
A survey of American government's structure, functions, and processes on the national level, including civil rights and liberties, major branches of government, political parties, interest groups, elections, policies and policy-making.

Psychology

PSY101 Introduction to Mental Health 3 hrs
Presents a historical review of the attitudes toward mental illness; reviews roles and functions of professionals working with individuals with emotional, behavioral, addiction, and/or social problems, studies various treatment procedures used in the mental health/human services field, and investigates different facilities where treatment and services are available.

PSY 110 General Psychology 3 hrs.
An introduction to the scientific study of human behavior with emphasis on individual differences, perceptions, sensory functions, learning, emotions, motivation, thinking, personality, and investigative techniques used in psychology.

PSY 200 Child Growth and Development 3 hrs.
Studies the developmental stages of human beings from conception through adolescence focusing on biological processes, physical and perceptual development, learning, cognition and language development, social, spiritual and moral development and the development of personality. Field experiences required.
Prerequisite: PSY 110

PSY 201 Human Growth and Development 3 hrs.
Human growth and development offers students an overview of physiological, cognitive, emotional, social, and moral development from conception through old age, including one's attitude toward death and dying.

PSY 206 Introduction to Counseling 3 hrs
Presents communications and counseling skills; covers helping people in crisis, theories of counseling, assessing client problems, mental status evaluation, assessment of suicide risk, problem solving, and process of behavioral change. Prerequisite: PSY 110

PSY225 Group Dynamics **3 hrs**
This course involves the study of human beings in relationship to other persons, singularly and in groups. The course explores—in theory and through in-class exercises—the real-life application of various aspects of group dynamics including (but not limited to) leadership, motivation, perception, power, and decision-making. Prerequisite: PSY 110

PSY 260 Parent & Adolescent Relationships **3 hrs**
Students will review current theory, research and issues relevant to parent-child relationships throughout the lifespan but will focus on adolescence. The objectives of the course are to become knowledgeable about theory and research relevant to parent-child relationships from multiple perspectives and to develop skills to compile, critique, compare, and contrast research in this area.
Prerequisite: PSY 110

SOC/PSY 275 Human Sexuality **3 hrs**
Introduction to the sociological and psychological study of sexuality, viewing it from a Christian perspective. Examines the social construction of sexual meanings, identities, movements, and controversies; the relation of sexuality to other institutions; and the intersection of sexuality with gender, class, and race.
Prerequisite: PSY 110

PSY 280: Juvenile Theory **3 hrs.**
This course studies the organizations, functions, and jurisdiction of juvenile justice agencies, along with the theories and causations of juvenile crime and antisocial behavior.

PSY/SOC301 Marriage and Family **3 hrs**
This course presents the social and cultural forces that have implications for the formation and maintenance of social relationships with special attention to marriage and family forms and functioning. Additionally, the course will compare social/cultural patterns and implications for individuals, groups, and society. The course includes a focus on social aspects of relationship formation (mate selection), familial roles, parental roles, sexuality, gender and the life cycle.
Prerequisite: PSY 110

PSY/SOC 305 Social Psychology **3 hrs**
This course will deal with human behavior and personality development as affected by social group life. Major theories will be compared. The interaction dynamics of such substantive areas as socialization, normative and deviant behavior, learning and achievement, the social construction of the self, and the social identities will be considered.
Prerequisite: PSY 110

PSY 311: Criminal Psychology **3 hrs.**
Criminal Psychology examines criminal behavior from a psychological perspective. It also examines the impact that psychology has on the law process from the individual involved in criminal behavior to the impact on other individuals and aspects of the criminal justice system.

PSY315 Personality Theories 3 hrs
This course is intended to introduce students to the diverse ways of conceptualizing, assessing, studying, and treating personality. Personality psychology is a scientific study of the whole person. Lecture and readings will consider trait, biological, psychodynamic, humanistic, cultural and behavioral approaches to understanding human personality. Discussions will focus on individual differences in emotions, thoughts, motivation and behavior.
Prerequisite: PSY 110

PSY 320: Abnormal Psychology 3 hrs.
Abnormal Psychology is designed as an introduction to the scientific study of human behavior and mental processes with an emphasis on individual differences, perceptions, sensory functions, learning, emotions, motivations, thinking, personality, and investigative techniques used in psychology.

PSY 425 Psychology of Aging (Gerontology Course) 3 hrs
Course material will focus on the behavioral changes which occur during the normal aging process. Age differences in learning, memory, perceptual and intellectual abilities will be investigated. In addition, emphasis will be placed on the neural correlates and cognitive consequences of disorders of aging such as Alzheimer's disease. Course work will include systematic and structured observation within a local facility for the elderly.
Prerequisite: PSY 110

PSY/SOC 401 Research in Behavioral Science 3 hrs
This course introduces students to the fundamental principles of the design of social research. It examines the key varieties of evidence, sampling methods, logic of comparison, and causal reasoning researchers use in their study of social issues. Prerequisites: upper level Psychology & sociology courses.

PSY/SOC/SWK 495 SBS Capstone & Internship 9 hrs
This course is designed for the senior level student and engages the student in supervised direct service activities within a setting related to social and behavior sciences. This course provides practical experiences in the application of theory and skills acquired in the SBS curriculum. The placement requires an average of 240 hours per semester.

Reading

REA 097 Preparatory Reading 3 hrs.
This course is designed to develop student's strategic approach to college thinking and learning across disciplines by including focused activities to improve reading comprehension and vocabulary development. This course also introduces basic research and presentations using technology. Students will explore the roles of memory, cognition, intelligence, and critical thinking in relation to active learning. Institutional credit only.

Religion

REL 110 History & Literature of the Old Testament 3 hrs.
A survey of the Old Testament from creation to the beginning of the nation of the children of Israel and their return from exile. Particular attention given to God's redemptive work, Messianic

prophecies, the Patriarchal Period and the authenticity and content of Old Testament books.

REL 110 History & Literature of the New Testament 3 hrs.
A survey of the New Testament with particular attention given to the life and teachings of Jesus Christ and the inception and growth of the Apostolic Church.

REL 300 Lutheran Doctrine I 3 hrs.
The study of Christian Doctrine as drawn from the Holy Bible and the Lutheran Confessions. Includes: Nature and Authority of Scripture, Nature of God, Creation, Nature of Humankind under Law and Grace, Person and work of Christ. Applications to the work, worship, and life of the Christian community.
Prerequisites: REL 110 & REL 120

REL 301 Lutheran Doctrine II 3 hrs.
Continuation of Christian Doctrine I. Topics include the Means of Grace(Word and Sacraments), person and work of the Holy Spirit, justification, the Christian life, predestination, the Church, and eschatology.
Prerequisite: REL 300

REL 305 Christian Ethics 3 hrs.
This course is designed to help students examine today's world ethical issues from a Christian perspective. Topics include controversial global contemporary topics, issues, and positions. Upon completion of this course, candidates will be able to redefine and ground their Christian, social, and moral thinking within the Christian realm. *Prerequisites*: REL 110 & REL 120

REL 350 World Religions 3 hrs.
This course surveys the major world religions: Primal Religions, Judaism, Christianity, Islam Hinduism, Buddhism, and African Traditional Religions. The course covers a brief history, theological structure, and their philosophical implications of those religions, yet the major emphasis is on current beliefs and their philosophical presuppositions that have impacted modern thinkers. Other topics of study may also be included, such as the nature of religion, tribal religions, and alternatives to religion. *Prerequisites*: REL 110 & REL 120

Science

SCI 100 Survey of General Science 4 hrs.
A survey of the major branches of science including life science, earth science, astronomy and physical science. Includes content areas for elementary teachers. Three hours lecture, two hours laboratory per week.

Social Work

SWK 101 Introduction to Social Work 3 hrs.
This course is an introduction to the profession of social work and to understanding social welfare. Through examination of the historical and current US social welfare system, students will gain an understanding of the development and the mission of the profession of social work.
Students will discover that social work is a helping profession that strives to make a difference by providing service to others and a "field action" by promoting social change. This course will

introduce students to social work practice roles and methods, social service settings where social workers are employed, and to the variety of people with social challenges that they serve.

SWK 110 Social Welfare History & Programs 3 hrs.
This course further develops an understanding of contemporary social welfare policies and programs, including private, public, and combined programs. This course will also examine the various historical, political, economic, and societal influences on the development of social welfare policy and service delivery and/or the policy-making process. Provides a framework to analyze and evaluate social welfare policies and programs. Context for policy analysis includes human diversity, human rights, and social and economic justice. Policies related to child welfare, physical and mental health, assistance to the poor, social insurance, hunger, shelter, and civil rights based on gender, race and ethnicity, sexual orientation, disability, and immigration will be discussed. The importance of policy practice will be introduced and integrated through community interviews. *Prerequisites*: SWK 101

SWK 201 Human Behavior in the Social Environment 3 hrs.
This course provides the student with a comprehensive understanding of human development with specific attention to the impact of such factors as ethnicity/culture, gender, and social class. The course also examines the impact of important social systems on human behavior and development: families, organizations, and communities, using the Ecological Perspective and Social Systems Theory as organizing frameworks. *Prerequisites*: SWK 101

SWK 210 Meeting the Needs of Children 3 hr
This course examines the concepts, policies, practices designed to meet the needs of children. Foster care, residential living, protective services, and daycare are among the topics. A community-based service learning component will enhance the learning experience. *Prerequisites*: SWK 101

SWK 230 Community Theory & Practice 3 hrs
This course examines the community as an important arena for social wok practice, including traditional approaches to assessing communities in light of the impact and processes of social change. Much of the course focuses on the three recognized modes of macro-social work practice intervention: community development, social planning, and social action (community organization) and the acquisition of the basic practice skills required. *Prerequisites*: SWK 101

SWK 245 Issues of Diversity in Social Work 3 hrs
Develops essential knowledge, awareness, and skills to support culturally competent social work practice. *Prerequisites*: SWK 101

SWK 301 Social Work Practice 3 hrs
Social work practice embraces multiple methods and models within the beginning generalist practice with diverse client populations and occurs with individuals, families, groups, organizations, and communities. Student will develop beginning social work practice skills working within groups and organizations, including skills for community analysis, organization, and problem solving. *Prerequisites*: SWK 101

SWK 306 Social Gerontology 3 hrs
A study of the impact upon aging individuals and society as well as the reactions of individuals and society to aging. Social gerontology is the primary focus.

SWK 400 Social Policy **3 hrs**
The focus of this course is to prepare professionals to function as informed and competent practitioners in providing services as knowledgeable and committed participants in efforts to achieve change in social policies and programs. Students are expected to develop an understanding of social welfare policy, its historical development, and ramifications for social work practice.

Sociology

SOC 110 Introduction to Cultural Anthropology **3 hrs**
An introduction to the theories and methods of cultural anthropology. Comparative study of modern and historic cultures around the globe. Exploration of the meanings ascribed to human experience. Emphasis on such topics as relativism, culture change, kinship, gender, globalization, identity, religion, sexuality, ritual, social stratification, ethnicity. Prerequisites: English Composition II and Literature elective.

SOC 201 Introduction to Sociology **3 hrs.**
An organized and scientific look at man as a social being, his behavior in groups as well as his relationships to social institutions

SOC 215 Comparative Race and Ethnic Relations **3 hrs**
An historical and comparative analysis of race and ethnic relations in various national settings, with emphasis on the United States. The course will analyze the origins of ethnic stratification systems, their maintenance, the adaptation of minority communities, and the role of reform and revolutionary movements and government policies in promoting civil rights and social change. *Prerequisites*: SOC 201

SOC 222 Social Problems **3 hrs.**
Problems of modern society, including poverty, crime, family disorganization, mental illness, and addiction. *Prerequisites*: SOC 201

SOC 235 Population and Society **3 hrs**
This course offers insight into why and how populations grow (and decline), and where and under what conditions changes in population size and/or structure change have positive and negative consequences for societies and environment. *Prerequisites*: SOC 201

SOC 260 Urban Sociology **3 hrs**
A survey of topics in urban sociology, including the city and suburb as social forms, civility among strangers, urbanism and culture, the political economy of metropolitan development, urban poverty, and racial residential segregation. Classical and contemporary approaches will be considered. *Prerequisites*: SOC 201

SOC/PSY 280 Juvenile Theory **3 hrs**
This course examines juvenile delinquency from a social/practical perspective. Topics covered include definitions of juvenile delinquency, the various causes of juvenile delinquency, and methods of prevention, treatment, and control.
Prerequisite: PSY 110 or SOC 201

SOC/PSY 275 Human Sexuality **3 hrs**
Introduction to the sociological and psychological study of sexuality, viewing it from a Christian perspective. Examines the social construction of sexual meanings, identities, movements, and controversies; the relation of sexuality to other institutions; and the intersection of sexuality with gender, class, and race. Prerequisite: PSY 110 or SOC 201

SOC 310 Sociology of Religion **3 hrs**
Diverse sociological explanations of religious ideas and religious behavior. The social consequences of different kinds of religious beliefs and religious organizations. The influence of religion upon concepts of history, the natural world, human nature, and the social order. The significance of such notions as "sacred peoples" and "sacred places." The religious-like character of certain political movements and certain sociocultural attitudes. *Prerequisites*: SOC 201

SOC 330 Death & Dying **3 hrs**
An examination of issues in the field of death awareness. Interactions between the dying individual and family, friends, and professionals are analyzed. *Prerequisites*: SOC 201

SOC 340 The Family **3 hrs**
An examination of historical and social influences on family life. Analyzes contemporary families in the United States, the influences of gender, class, and race, and current issues such as divorce, domestic violence, and the feminization of poverty. *Prerequisites*: SOC 201

PSY/SOC 401 Research in Behavioral Science **3 hrs**
This course introduces students to the fundamental principles of the design of social research. It examines the key varieties of evidence, sampling methods, logic of comparison, and causal reasoning researchers use in their study of social issues. Prerequisites: upper level Psychology & sociology courses. *Prerequisites*: SOC 201

PSY/SOC/SWK 495 SBS Capstone & Internship **9 hrs**
This course is designed for the senior level student and engages the student in supervised direct service activities within a setting related to social and behavior sciences. This course provides practical experiences in the application of theory and skills acquired in the SBS curriculum. The placement requires an average of 240 hours per semester.

Special Education

SPE 301 Introduction to Special Education **3 hrs.**
Introduction to programs and problems of children and youth who deviate from the average in physical, mental, emotional, and social characteristics. This course addresses the current policies and procedures, definitions, etiological factors, characteristics, identification procedures, and educational modifications for use with exceptional children and youth.
*Prerequisite***:** EDU 101 Orientation to Teaching/EDU 220 Foundations of Education

FACULTY & STAFF LISTINGS

OFFICERS OF THE LUTHERAN CHURCH MISSOURI SYNOD

Rev. Matthew Harrison, President
Rev. Herbert C. Mueller, Jr., First Vice-President
Rev. Dr. John C. Wohlrabe, Jr., Second Vice-President
Rev. Dr. Paul L. Maier, Third Vice-President
Rev. Daniel Preus, Fourth Vice-President
Rev. Dr. Scott R. Murray, Fifth Vice-President
Rev. Dr. Raymond Hartwig, Secretary
Mr. Thomas W. Kuchta, Vice-President of Finance, Treasurer

BOARD OF REGENTS

Mr. Lloyd Probasco, Chair, Nebraska
Rev. Kurtis Schultz, President of Southern District of LCMS, Louisiana
Rev. James B. Marshall, Alabama
Mrs. Betty Brown, Secretary, Alabama
Mr. Ulysses Floyd, Florida
Mr. Mark Keyl, Louisiana
Mrs. Janis G. McDaniel, North Carolina
Mr. Rod Olsen, Louisiana
Dr. Curtis Peters, Indiana
Dr. James Jackson, Illinois
Mr. Dennis P. Gorski, Illinois
Dr. Judy Preuss, Nebraska
Dr. Lawrence Sohn, Nebraska
Rev. Douglas Shamburger,
Mrs. Ellen R. Ziehr-Lange, California
Rev. Dr. Victor Belton, Georgia
Mrs. Patricia Penrose,
Dr. Reginia Benjamin, Virginia

ADMINISTRATIVE COUNCIL

President	Rev. Dr. Tilahun M. Mendedo
Vice President, Business and Finance	Mr. Dexter Jackson
Vice President, Academic Affairs	Dr. Cheryl Washington
Vice President, Student Services	Dr. Donald Jefferson
Interim Vice President, Institutional Advancement	Mr. Daniel Jenkins
Interim Vice President Enrollment Management	Ms. Meseret Alemu

FULL-TIME FACULTY

Tonya Chestnut, Ed.S. Assistant Professor, Education
Jacksonville State University, Jacksonville, AL, B.S.; Alabama State University, Montgomery, AL, M.S.; Auburn University, Montgomery, AL, Ed.S.

William Formby, Ph.D, Associate Professor, Criminal Justice
University of Alabama, Tuscaloosa, AL. M.S., Ph.D

Marquez Gibson, B.A. Math Coach
Bennedict College, Columbia, SC., B.A.

Malvina Harrison, M.B.A. Assistant Professor, Business
Jacksonville State University, Jacksonville, AL, B.S.; Auburn University, Montgomery, AL, M.B.A.

Constance Hendricks, Ph.D Chair, Division of Health Sciences
Professor, Health Sciences
University of Alabama, Birmingham, AL. BSN, MSN, Boston College, Chestnut Hill, MA., Ph.D

Betty Hubbard, Ph.D. Director of Institutional Effectiveness Research & Planning
Associate Professor, Education
Kennesaw State University, Kennesaw, GA, B.S.; University of Georgia, Athens, GA, M.A., Ph.D.

LaMorris Jones, B.A. English Coach
Alabama State University, Montgomery, AL. B.A.,

Glenn King, Jr., M.S. Chair, Division of Business
Assistant Professor, Business
Concordia College, Selma, AL, B.S.; Troy University, Montgomery, AL, M.S.; Walden University, Ph.D (in progress).

Alemu Katiso, M.Ph. Assistant Professor, Business
Mekane Yesus Seminary, Addis Ababa, Ethiopia, Bachelor of Theology, The Norwegian Teacher Academy, Bergen, Norway, M.Ph., Keiser University, Orlando, FL., Ph.d in progress.

Tilahun Mendedo, Ph.D. President
Mekane Yesus Seminary, Addis Ababa, Ethiopia, Dip.Th.; Evangelical Theological College, Addis Ababa, Ethiopia, Th.B.; Ethiopian Graduate School of Theology, Addis Ababa, Ethiopia, Th.M.; Concordia Theological Seminary, Fort Wayne, IN, Ph.D.

John Minney, M.A. Assistant Professor, History
University of Alabama, Tuscaloosa, AL., M.A., ABD.

Doreen Moyo, Ed.D., Ph.D. Director of STAARS/Academic Support
Professor, Education
Concordia University, Seward, NE, B.A., M.Ed.; University of Nebraska, Lincoln, NE, Ed.D.;

Walden University, Ph.D.

Tawonga Moyo, Ph.D Assistant Professor, Business
Concordia College, Selma, AL, B.S.; Walden University, M.B.A.; Walden University, Ph.D.

Zibusiso Ncube, Ph.D. Professor, Business
Concordia College, Selma, AL, A.A.; Cleveland Institute of Electronics, Cleveland, OH, Diploma in Electronic Technology; Concordia University, Mequon, WI, B.S. and M.B.A.; Capella University, Minneapolis, MN, Ph.D.

Moses Ngirailab, M.Ed. Associate Professor, Mathematics
Concordia Teachers College, Seward, NE, B.S., M.A.; Additional graduate studies at Alabama State University, Montgomery, AL.

Chinwe Okeke, M.D., Assistant Professor of Biology
American University of Antigua College of Medicine, Antigua, M.D.; Walden University, Minneapolis, MN, M.S.; Alabama A&M University, Normal Alabama, B.S.

Timeka Ross, M.Ed. Assistant Professor, English
Alabama State University, Montgomery, AL, B.A.; Alabama State University, Montgomery, AL, M.Ed.

Victor Singingeagle, PhD Assistant Professor, English
Eastern Washington University, Cheney, WA, M.F.A., The University of South Dakota, Vermillion, SD, Ph.D.

Steve Shoals, M.S. Assistant Professor, Mathematics
Concordia College, Selma, AL, A.A.; Alabama State University, Montgomery, AL, B.S., M.S.

Kyra Sparks, J.D. Coordinator, Department of Criminal Justice
Assistant Professor, Criminal Justice
University of Alabama, Tuscaloosa, AL. M.S., University of Alabama School of Law, Tuscaloosa, AL., J.D.

Shannon Stewart, M.Ed. Assistant Professor, Education
Auburn University, Auburn, AL, B.A., Auburn University Montgomery, Montgomery, AL, M.Ed.; Alabama State University, Montgomery, AL, M.Ed.

Angela Sullivan, Ed.D. Chair, Division of Social and Behavioral Sciences
Associate Professor, Psychology
Troy University, Troy, AL, B.S.; Troy University, Montgomery, AL, M.S.; Argosy University, Ed.D.

JoAnn Summers, Ph.D Assistant Professor, Education
Auburn University Montgomery, Montgomery, AL., MEd., Ed.S., Capella University, Minneapolis, MN., Ph.D

Daniel Thies, Ph.D. Assistant Professor, Math/Physics
University of Alabama, Tuscaloosa, AL, B.S.; Indiana University, Bloomington, IN, M.S.; Concordia

Seminary, St. Louis, MO, M.Div.; Indiana University, Bloomington, IN, Ph.D.

Courtney Washington, M.S. Assistant Professor, Business
University of Alabama, Tuscaloosa, AL, B.S.; Troy University, Montgomery, AL, M.S. Additional graduate hours, Concordia University Wisconsin.

Cheryl Washington, Ed.D. Vice President for Academic Affairs
Assistant Professor, Education
University of Alabama, Birmingham, AL, B.S.W.; Auburn University, Montgomery, AL, M.Ed.; Alabama State University, Montgomery, AL, Ed.D.

EMERITUS FACULTY

Ralph E. Droege, Ed.D. Professor Emeritus, Psychology/Reading
Concordia College, River Forest, IL, B.S.; Texas Tech University, Lubbock, TX, M.ED.; University of Alabama, Ed.S.; University of Alabama, Ed. D.

STAFF OFFICERS

Meseret Alemu, M.A. VP of Enrollment Management
Moody Bible Institute, Chicago IL, B.A., Denver Seminary, Littleton, CO, MA., Concordia Theological Seminary, St. Louis, MO, M.A.

Aberash Ameje, B.S. Accounts Payable Administrator
Concordia College Alabama, Selma, AL., B.S.

Carolyn Anderson, B.S., Student Accounts Manager
Concordia College Alabama, Selma AL., B.S.

Kimberly Anderson, B.S. Academic Counselor
Alabama A&M University, Normal, AL, B.S.,

Tharsteen Bridges, M.B.A. Director, Financial Aid
Miles College, Birmingham, AL, B.A.; Troy State University, Montgomery, AL, M.B.A.

Geneva Brown, B.S. Certification Officer, Division of Education
Concordia College, Selma, AL, B.S.

Teresa Brown, M.S**.** Academic Counselor
Concordia College, Selma, AL., B.S., University of West Alabama, Livingston, AL., M.S.

Coley Chestnut, Sr., B.S. Director of Student Activities
Alabama A&M University, Normal, AL., B.S.

Felecia Gill, M.S., Director of Rosa J. Young Center for Women/Manager of Spirit Zone
Concordia College Selma, Selma,AL., A.A., Faulkner University, Montgomery, AL., B.S., South University, Mobile, AL., M.S.

Chinester Crum Grayson, M.S. Registrar
Alabama Southern University, Livingston, AL, A.A.; Concordia College, Selma, AL, B.S., Capella University, Minneapolis, MN. M.S.,

Daniel Henkaro, M.B.A. Director of Admissions
University of Addis Abba, Ehtioiopa, BS., Keiser University, Fort Lauderdale, Florida, MBA.,

Dexter Jackson, B.S. Vice President for Business and Finance
Auburn University, Auburn, AL, B.S.; Served as CFO for the Hotel at Auburn University.

Donald Jefferson, Ed.D. Vice President of Student Services
Alabama State University, Montgomery, AL., B.S., Troy State University Dothan, Dothan AL., M.S., Alabama State University, Montgomery, AL., Ed.D.

Sadie Jarrett, Ed.S. Director, Counseling and Testing
Alabama State University, Montgomery, AL, B.S., M.Ed., Ed.S.

Minnie McMillan, M.Ed. Director, Alumni Affairs
Alabama Lutheran Academy and College, Selma, AL, A.A.; Concordia Teachers College, River Forest, IL, B.A.; Alabama State University, Montgomery, AL, M.Ed.; Additional graduate studies at Auburn University at Montgomery and Auburn, AL.

Gail Pickney, B.S. Human Resource Coordinator/Office Manager
University of North Dakota, Grand Forks, ND, B.S.

Jonas Sainvil, B.S. Academic Counselor
Concordia College, Selma, AL, B.S. Concordia University Portland, Portland, OR., MEd.

Shamera Thomas, M.S. Academic Counselor
University of Alabama, Tuscaloosa, AL, B.S, M.S.

Michelle Thompson, M.B.A. Coordinator, Financial Aid Default Program
South University, Montgomery, AL, B.S., M.B.A.

Scott Whiting, M.L.S. Director, Ellwanger-Hunt Learning Resource Center
Lane Community College, Eugene, OR, A.S.; University of Oregon, Eugene, OR, B.A.; University of Alabama, Tuscaloosa, AL, M.L.S. A

Oronde Walker, B.S**.** MAN Center Director
Concordia College Selma, Selma, AL. B.S.

Ashley Washington, B.S. Academic Affairs Office Manager/Assistant Registrar
Concordia College Selma, Selma, AL. B.S.

Lavaughn Wiggins, M.Div. College Chaplain
Concordia Theological Seminary, Fort Wayne, Indiana, M.Div.